



ସରକାରୀ ସ୍ୱୟଂଶାସିତ ମହାବିଦ୍ୟାଳୟ, ରାଉରକେଲା

ପୋ.ଅ.- ପାନପୋଷ, ଜି.- ସୁନ୍ଦରଗଡ଼, ଓଡ଼ିଶା - ୭୬୯୦୦୪, ଦୂରଭାଷ- ୦୬୬୧-୨୬୬୪୫୮୭

GOVERNMENT AUTONOMOUS COLLEGE, ROURKELA

AT/PO-PANPOSH, ROURKELA-769004, DIST-SUNDARGARH, ODISHA, INDIA

TELE/FAX- 0661-2664586 Email- principalgacr@gmail.com Website- <http://www.gacrkl.ac.in>

No. 2874 //GACR

Dt. 19.8.19 //

Expression of Interest (EOI)

The Expression of Interest (EOI) is hereby invited from the interested bidders for providing following Services for Govt. Auto. College, Rourkela. Interested bidders can download the document from College website i.e. <http://www.gacrkl.ac.in> and submit their offers in the given format duly filled and signed with required enclosures and documents. The EOI is to be submitted in a sealed envelope super scribed "EOI for _____, Govt. Auto. College, Rourkela addressed to the Principal, Government Autonomous College, Rourkela-769004, Odisha.

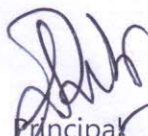
Sl. No.	EOI for
1	Security Service
2	Cycle Stand
3	Sanitary Service

Time line for EOI:


Place of Submission	Office of the Principal Govt. Auto. College, Rourkela.
Last date for submission of EOI by Regd. Post/ Speed Post/ hand (Sealed cover) only.	Dt. 26.08.2019 up to 4 P.M
Date and time of opening of bids	Dt. 27.08.2019 Time: 4 P.M

The interested parties may visit the College to know about the services required for the College for their estimation before submission of bid.

Memo. No. 2875 //GACR, Dt. 19.8.19 //


Principal
Govt. Auto. College, Rourkela.
**Govt. (Auto) College
Rourkela**

Copy to Notice Board (College/ Spl. Treasury, Panposh, Rourkela/ Sub Collector, Panposh, Rourkela)/ College Website/ RTI Website/ Accounts Bursar/ Accounts Section/ Head Clerk for information and necessary action.


Principal
Govt. Auto. College, Rourkela.
**Principal
Govt. (Auto) College
Rourkela**



GOVERNMENT AUTONOMOUS COLLEGE, PANPOSH, ROURKELA

INSTRUCTION TO BIDDERS/ TERMS & CONDITIONS:

Interested bidder should note the following:

1. Concerned firms are required to fill all the particulars with proofs as per Annexure-I. Failure to do so or any incomplete information would disqualify the firm for further processing.
2. **Earnest money deposit (EMD): NA**

Details of Annexure given below:

1	Technical Bid for (Security Service/ Cycle Stand/ Sanitary Service)	Annexure - I
2	Financial Bid for Security Service	Annexure - II
3	Financial Bid for Cycle Stand	Annexure - III
4	Financial Bid for Sanitary Service	Annexure - IV
5	Declaration	Annexure - V

3. **Security Deposit (SD):**

The successful firm will be required to deposit one month of BID amount for (Security Service/ Cycle Stand/ Sanitary Service) as interest free security deposit in the form of a crossed demand draft drawn in favour of Principal, Govt. Auto. College, Rourkela and payable at Rourkela, within 15 days of the award of the services contract. The SD will remain at the disposal of Govt. Auto. College. The authority reserves the right to recover the losses/ damages caused to the instruments/ articles/ building/ fittings etc. by the contractors or their employees and realization of damages arising out of any deficient services over and above any other punitive step/ civil action as the authority deems fit.

4. **Period of Contract:**

The contract will be assigned initially for a period of 1 (one) year, preferably from the date of awarding with a provision for normal extension for 2 (two) more years on yearly basis subject to satisfactory performance and approval of the competent authority of the Institute.

Only those contractors who can comply with all the requirements given below and can demonstrate a successful track record should respond to this notice.

A	Location of Service	Government Autonomous College, Rourkela
B	Experience as Service Provider	Minimum 3 Years
C	Establishments where presently service is being provided	Minimum 3 Govt. Departments/ Autonomous Institutes/ Universities/ Public Sector Undertakings of the Government or public Sector Banks or Local Bodies/ Municipalities where person are engaged.
D	Average Annual Turnover (in last 2 Years)	Minimum Rs. 3 Laks. per annum.
E	Licence under Govt. of Odisha (Regulation) Act.	Valid Licence
F	EPF Registration	Valid Registration
G	ESI Registration	Valid Registration
H	GST Registration	Valid Registration
I	Income Tax PAN	PAN No. required
J	Licence under Contract Labour Act.	Valid Registration
K	ISO Certification	Required
L	Staff Salary	As per Annexure

5. Termination of Contract:

The contract can be terminated by the contractor by giving 02 (two) months clear notice. However, the authority reserves the right to terminate the contract without assigning any reason, if it appears to the authority at any point of time that the services, maintenance of hygiene/cleanliness of any of the services are deteriorated to such an extent that it is detrimental to the interests of the Institute.

6. Agreement:

The successful agency has to sign an agreement on Rs 10/- non judicial stamp paper (to be borne by the successful bidder).

7. Arbitration:

All disputes or differences whatsoever between the service provider and the Institute related to the contract will be settled by arbitration as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and shall be binding for all purpose.

8. Legal dispute:

Any dispute, which may necessitate legal redressal will be restricted to the jurisdiction of the civil courts at Rourkela only.

9. Inspection Authority:

Authorized representatives of the Institute will carry- out periodic inspection and surprise checks to ensure quality of services.

10. Rejection clause:

The firm who does not fulfil any of the above conditions or submit incomplete documents in any respect is liable to be rejected summarily.

11. Modifications:

Govt. Auto. College, Rourkela reserves the right to modify/ add any clause to the agreement, during the period of the contract, for any essential item, services etc.

12. Subletting of contract:

Under any circumstances, the contractor cannot sublet or transfer the contract to any third party. Any deviation from this clause may invite spot termination of the contract.

13. If a firm which is awarded the contract violates any of the terms and conditions, it shall be black listed.

14. All the documents should be enclosed with a sealed envelope and must be superscripted as **"Expression of Interest (EOI) for _____", Office Notice No. _____, Dated _____ and addressed to the Principal, Government Autonomous College, Rourkela-769004.**

15. The authority reserves the right to give preference to Local Party if, found suitable for immediate customer service.

16. Recovery of dues:

In case of any rightful dues (such as claim, penalty etc.) the service provider is supposed to deposit the amount in due time, failing which stern action may be Initiated leading to termination and recovery from the security deposit.

I/We accept all the general terms and conditions stated above.

Date:

Signature of the bidder Place:
with seal, if any

(Technical Bid for Security Service/ Cycle Stand/ Sanitary Service)

EOI FORM

1	Name of the agency (As registered)	
2	Address of the Agency	
3	Phone Number	
4	Email ID	
5	Proprietor 's Name	
6	Address of Proprietor	
7	Proprietor 's Phone No	
8	PAN No.	
9	TAN/ GST Registration No.	
10	PF Registration No. (Active)	
11	ESI Registration No. (Active)	
12	Date from which the firm is operating	
13	Turnover of the firm during	
A	FY 20____ - ____ (Rs.)	
B	FY 20____ - ____ (Rs.)	
C	FY 20____ - ____ (Rs.)	

Note: For any other information attach extra sheet.

Date:

Signature of the bidder Place:
with seal, if any

Annexure-II
(Financial Bid for Security Service)

Name and Address of the Bidder: _____

Sl. No.	Type of Manpower	Rate of Wages per month including other statutory deposit per person + GST	Remarks
1	2	3	4
1	Security Guard - 01 (Men/ Women)	maximum Rs. 7,500/-	

1. In case of Point No. 3 and marks of two or more Agencies/ Firm/ Companies remains the same, the selection will be made in favour of the Firm/ Agency/ Company in terms of having (i) higher turnover, (ii) higher net profit (in amount) as per Income Tax returns and (iii) more experience in providing service of similar scale.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each person. The Security Service Provider will be submitted every month with the bills by 1st week of every month with wage paid and other statutory deposit certificate of workers engaged in this institution else that monthly bill will be held up for payment.
3. Nos. of Security Guard will be provided as per the requirement of College.
4. In case the tenders are signed by the Authorized Signatory, a copy of the power of attorney/ authorization may be enclosed along with tender.

Place:

Name of the Tenderer: _____

Date:

Name of the Signatory: _____

(Signature with seal)

Annexure-III
(Financial Bid for Cycle Stand)

Name and Address of the Bidder: _____

Sl. No.	Type of Manpower	Rate of Wages per month including other statutory deposit per person + GST	Remarks
1	2	3	4
1	Care Taker cum watch and ward - 1	maximum Rs. 7,500/-	

1. In case of Point No. 3 and marks of two or more Agencies/ Firm/ Companies remains the same, the selection will be made in favour of the Firm/ Agency/ Company in terms of having (i) higher turnover, (ii) higher net profit (in amount) as per Income Tax returns and (iii) more experience in providing service of similar scale.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each person. The Security Service Provider will be submitted every month with the bills by 1st week of every month with wage paid and other statutory deposit certificate of workers engaged in this institution else that monthly bill will be held up for payment.
3. Nos. of Care Taker cum watch and ward will be provided as per the requirement of College.
4. In case the tenders are signed by the Authorized Signatory, a copy of the power of attorney/ authorization may be enclosed along with tender.

Place:

Name of the Tenderer: _____

Date:

Name of the Signatory: _____

(Signature with seal)

Annexure-IV**(Financial Bid for Sanitary Service)****Name and Address of the Bidder:**

Sl. No.	Type of Manpower	Rate of Wages including other statutory deposit + stationary items bill per month + GST	Remarks
1	2	3	4
1	Cleaning Staff	maximum Rs. 21,000/-	

1. In case of Point No. 3 and marks of two or more Agencies/ Firm/ Companies remains the same, the selection will be made in favour of the Firm/ Agency/ Company in terms of having (i) higher turnover, (ii) higher net profit (in amount) as per Income Tax returns and (iii) more experience in providing service of similar scale.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each person. The Security Service Provider will be submitted every month with the bills by 1st week of every month with wage paid and other statutory deposit certificate of workers engaged in this institution else that monthly bill will be held up for payment.
3. Nos. of Cleaning Staff will be provided as per the requirement of College.
4. In case the tenders are signed by the Authorized Signatory, a copy of the power of attorney/ authorization may be enclosed along with tender.

Place:**Name of the Tenderer:** _____**Date:****Name of the Signatory:** _____**(Signature with seal)**

Declaration

1. *I/We have read the above terms and conditions carefully and these are acceptable to me/us. The Proforma giving details of equipment, premises and a copy of declaration relating to registration of the press is submitted herewith as required under this tender. Our rates are also given in the enclosed Proforma.*
2. *I/We hereby declare that our firm/company/concern is registered for the above work. We are in the business of above work, which can be verified from our office record. We have all technical infrastructure and technical staff etc. for smooth and effective execution of above work. We have not been black listed by any Government (Central & State) Board/ University/ Colleges/ Public Undertakings/ Banks/ R.B.I. etc.*

Name of Tenderer _____

Address _____

Signature of Tenderer

With seal & Date.