

College of IT & Management Education, Bhubaneswar

No. 646/25. Date: 12/8/2025

Notice inviting Tender for the award of contract for SWEEPING, CLEANING & SANITATION Services to Girl's Hostel

Sealed tenders are invited under a two-bid system from reputed, experienced, and registered service providers having valid licenses and all up-to-date tax clearances to provide Sweeping, Cleaning & Sanitation services for a period of one year to the "**CIME Girl's Hostel** of the College.

Detailed information for the aforesaid service has been given in the Tender Document in the College website www.cime.ac.in. The last date, time, and place for submission of the Tender documents is 22.08.2025 by 5.00 PM in the office of the undersigned. **The Tender Documents received, through Registered Post / Speed Post only will be accepted.** No other mode of submission of the Tender will be accepted. The Authority reserves the right to cancel the tender fully or partially at any point of time without assigning reason thereof. Any corrigendum(s) shall be communicated through the website www.cime.ac.in only.


PRINCIPAL


Memo No. 647 Dt. 12/8/2025

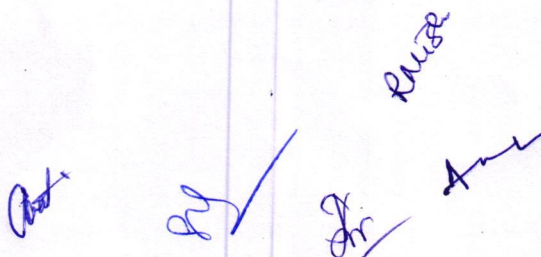
Copy submitted to the Director, I&PR Department with request to publish this notice in The Samaja, and Sambad on dt. 14.08.2025 in their respective all Odisha editions.


PRINCIPAL

Memo No. 648 Dt. 12/8/2025

Copy to all Notice Boards/Superintendent (Girls Hostel), Girl's Hostel / Accounts Officer / College Website/Guard File for information and necessary action.


PRINCIPAL



**TENDER DOCUMENT
FOR
SWEEPING, CLEANING & SANITATION SERVICE PROVIDER
AT CIME GIRL'S HOSTEL
COLLEGE OF IT & MANAGEMENT EDUCATION
MANCHESWAR, BHUBANESWAR
ODISHA-751010**

Website: www.cime.ac.in

Price: Rs.1000/- (Please download the tender papers from the Website www.cime.ac.in should enclose a Pay Order / DD for Rs.1000/- towards the paper cost with the Technical Bid)

Signature

Signature *Signature* *Signature* *Signature*

TENDER DOCUMENT

For providing Sweeping, Cleaning & sanitation Services to CIME GIRL'S HOSTEL

Tender Schedule

Issue date and mode of publication of the Tender	Dt. 14.08.2025 through the Advertisement in the all-Odisha edition of The Samaja and The Sambad by the I&PR department and College Website
Last Date and Time for Submission of Tender Documents:	Dt. 23.08.2025 up to 5.00 p.m. at the office of the Principal, College of IT & Management Education, Mancheswar Industrial Estate, Bhubaneswar
Date and time for opening of Technical Bids	Dt. 25.08.2025 at 11.00 a.m. at the office of the Principal, College of IT & Management Education, Bhubaneswar
Date and time for opening of Financial Bids	Dt. 27.08.2025 at 4.00 p.m. at the office of the Principal, College of IT & Management Education, Bhubaneswar

Note: Late submission of a bid shall be outrightly rejected.

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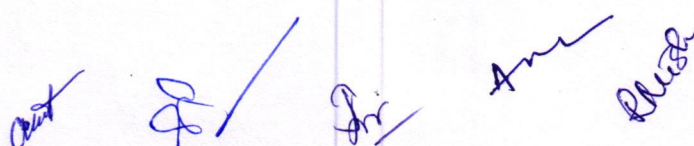
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TENDERER's PROFILE

SWEEPING, CLEANING & SANITATION (To be filled in & returned with the documents)

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of name of the firm & address (Registered Office & Operating Branch)	<div style="border: 1px solid black; padding: 5px;"> Office:- Residence:- Mobile :- e-mail ID :- </div>
3.	Details of amount towards paper cost.	Rs. 1,000/- D.D. / B.C. No Date: Drawn on Bank.....
4.	Details of amount of Earnest Money Deposit	Rs. 50,000/- D.D. / B.C. No Date: Drawn on Bank.....
5.	Income Tax Account No. / PAN / GIR No. (Last IT Clearance certificate to be attached)	
6.	Income Tax acknowledgement receipt should be furnished for last 3 years (2021-22, 2022-23 & 2023-24)	
7.	GST Registration No. (Photo copy must be attached)	
8.	EPF Registration No. (Photo copy must be attached)	
9.	ESI Registration No. (Photo copy must be attached)	
10.	Labour License No. (Photo copy must be attached)	
11.	Details of credentials of similar nature of work at least for three years in Government sector. (Photo copy to be attached)	



DECLARATION

1. I Son / Daughter / Wife of
Shri Proprietor / Partner / Director / authorized signatory of the
Service Provider mentioned above that I am competent to sign this declaration & execute these tender
documents.
2. I have carefully read & understood all the terms & conditions of the tender & undertake to abide by
them.
3. The information / documents furnished along with the above application are true & authentic & to the
best of my knowledge & belief. I / we do hereby undertake that furnishing of any false information /
fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities
towards prosecution under appropriate law.

Place:

Date:

Signature of Authorized person

Full Name:

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TERMS & CONDITION
SWEEPING, CLEANING & SANITATION

- 1) The Agencies / Tenderers should be registered under CGST/OGST Act.
- 2) The Agencies / Tenderers are to deposit **Rs. 1,000/-** towards cost of tender documents (Non Refundable) in shape of Bank Draft / Banker's Cheque favouring the Principal, College of IT & Management Education, (In short CIME) Bhubaneswar. The tender documents submitted without paper cost shall not be entertained at any stage.
- 3) The Agencies / Tenderers are to deposit **Rs. 50,000/-** as EMD in shape of Bank Draft / Banker's Cheque favouring the Principal, College of IT & Management Education, Bhubaneswar along with the tender documents. The tender documents submitted without EMD shall not be entertained at any stage. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful tenderers soon after completion / finalization of the tendering process.
- 4) The authorization letters if any to be enclosed in the tender with due attestation.
- 5) The quoted amount must be excluding the GST, which will be made payment separately.
- 6) The contract of the successful bidder may be extendable, up-to two years subject to satisfactory performance review at the end of 1st year of contract.
- 7) The Agencies / Tenderers should ensure regarding payment of the minimum wages with all statutory dues to the workers engaged for the purpose observing the guide lines / executive instructions of the Government of Odisha.
- 8) The Agencies / Tenderers should supply toiletries / sanitary utilities such as Phenyl, Sanitizer etc. as per requirement in the toilets by procuring the same preferably from SHG Groups / Socially Disabled Groups / Farmers Club.
- 9) No conditional tender will be accepted by the authority from the tenderers.
- 10) No advance payment will be made to the party after acceptance of tender OR execution of order.
- 11) The Agencies / Tenderers shall submit sample of the branded cleaning materials before the purchase committee at the time of opening of financial bid. The sample of the cleaning materials of the successful bidder shall be kept in the office for future reference.
- 12) Original documents are to be produced for verification by the members of the committee.
- 13) If any information / document furnished by the tenderers with the tender papers as asked for are found to be misleading OR incorrect at any stage their tenders will be rejected without assigning reasons thereof.
- 14) The tenders received beyond the scheduled date & time will not be entertained / considered at any cost.
- 15) The Principal, College of IT & Management Education, Bhubaneswar is not bound to accept the lowest rates and reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof.
- 16) In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only
- 17) All pages of the bids are to be signed & stamped by the tenderer.
- 18) The Agencies / Tenderers should ensure for daily cleaning of floors, staircases, passage, rooms (Sundays), carpet area, Toilets, Basins and sewerage lines etc. of the Girls Hostel along with cleaning of internal road in CIME Girls Hostel. Details of rooms and toilets are as follows:

- A) Ground Floor:
 - a) Security Room-01,
 - b) Warden Room -01
 - c) Camera Room- 01
 - d) Open Toilet: 01
 - e) Panel Room-01
 - f) Store Room: 01

g) Staff Room with attach Birth Room & Toilet: 03

B) First Floor

- a) Rooms: 10
- b) Bath Room- 06 & Toilet: 08
- c) Canteen: 01
- d) Common Room: 01

C) Second Floor

- a) Rooms: 18
- b) Bath Room: 10
- c) Toilet: 10

D) Third Floor

- a) Rooms: 18
- b) Bath Room: 10
- c) Toilet: 10

E) Fourth Floor

- a) Rooms: 18
- b) Bath Room: 10
- c) Toilet: 10

- 19) The Service Providers shall ensure cleaning of all rooms (only in Sundays) including dining hall, toilets in Girls Hostel Building & adjoining roads, pavements, footpaths daily by 8:30 AM OR any other time as per the requirement to be informed by the CIME authorities or its designated Officer (s). The Toilets & basins need to be cleaned 3 times viz 8:30 AM, 1:30 PM & 3:30 PM daily. The dustproof of the window, door & staircase are to be cleaned regularly.
- 20) It shall be the responsibility of firm to segregate and dispose the garbage at least once in a day. Garbage are in a larger quantity beyond the capacity of dustbin / garbage drum are to be disposed once in a week at their own cost. Further the firm shall clean the sewerage line of the CIME Girls Hostel campus once in a week.
- 21) The Agencies / Tenderers shall provide the Hand Wash, Phynile, Glass Cleaner, Surf, Naphthalene balls, Floor Cleaner, Basin Brush, Acid, Polythine Big as per requirment in the toilets. However, these materials to be supplied to the College, and will be issued on requisition made by the Sweeper through the Superintendent (Girl's) Hostel.
- 22) The Agencies / Tenderers shall arrange the trolley etc. for carriage of materials like garbage & minor building rubbish etc. to be disposed off beyond the premises area.
- 23) The Service Providers should visit the proposed area in any working day between office hour before quoting the amount for the above purpose.
- 24) The Service Providers shall at his own cost comply with the provision of labour laws, rules and orders and notification as of Central & State Government as applicable from time to time & will be liable for any deviation of such laws.
- 25) CIME, Bhubaneswar can terminate the outsourcing agencies by giving a minimum of one month notice in advance which may be due to unsatisfactory service, infringement of terms and conditions & other reasons to be mentioned thereof.
- 26) The entire campus should be clean & hygienic environment which are required to be maintained by the firm.
- 27) The work & services of the Service Providers will be reviewed as & when required & suggestion for improvements will be communicated for compliance.
- 28) The Building roof / wall are to be protected / cleaned regularly.
- 29) Details of information are to be submitted following **Two Bids i.e. Technical Bid (Tenderer's Profile with all relevant documents including paper cost & EMD) & Financial Bid.** The technical bid and

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the financial bid should be sealed by the bidder in separate envelope duly superscribed and both these sealed envelope are to be put in a bigger envelope which should also be sealed and duly superscribed.

- 30) The Service Providers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as **"SWEEPING, CLEANING & SANITATION"** on the top to the sealed cover within the date & time specified above by Registered / Speed Post . No Tender will be received by Courier or hand. The authority shall not be responsible for any postal delay.
- 31) The technical bid & the financial bid shall be opened on the scheduled date & time in the office of the Principal, College of IT & Management Education, Bhubaneswar in presence of the tenderers or their any authorized representative.
- 32) The tenderers qualified in the technical bids shall be eligible for the financial bid.
- 33) For any services / supply, the firm / organization should not be blacklisted by any Government organization If found later on, the action deemed to fit will be initiated against the firm as per the law.
- 34) Penalty @ Rs. 1000/- per day on account of delay in providing services will be levied for noncompliance of assigned work without any reason thereof & the same will be deducted from the monthly bill of the successful bidder.
- 35) The Interested tenderers may contact Sri J.K.Mohapatra, Accounts Officer of College of IT & Management Education Bhubaneswar (Phone No. 9439539760) for any clarification thereof.
- 36) The Principal, College of IT & management Education, Bhubaneswar reserves the rights to terminate the contract at any time without notice if the firm fails to provide services according to the terms & conditions.

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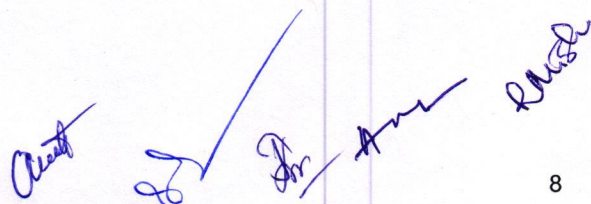
FINANCIAL BID

SWEEPING, CLEANING & SANITATION

Sl. No.	Description	Amount to be quoted. (Per Month)
1.	Manpower to be engaged for Sweeping, Cleaning & Sanitation. (Including all statutory dues according to the norm of Government). 3 (Three) Nos of Sweeper (Unskilled) are to be deployed for whole campus.	
2.	<u>Cleaning Materials = Rate to be quoted including GST.</u> Cleaning materials of the following quantities are required to be supplied Per Month. 1) Hand Wash, 2) Phynile 3) Glass Cleaner, 4) Surf, 5) Naphthalene balls, 6) Floor Cleaner, 7) Basin Brush, 8) Acid, 9) Polythine Big Note: This will be subject to change as per requirement from month to month..	
3.	<u>Cleaning Materials = Total Rate to be quoted including GST.</u> Cleaning materials of the following quantities are required to be supplied Quarterly, and propotionately devided. 1) Bucket and Mug	
Grand Total		

N.B.: Details must be furnished in the Annexure prescribed for the purpose (Attached).

Signature of the bidder with office seal



ANNEXURE

FINANCIAL BID

SWEEPING, CLEANING & SANITATION

Category of manpower to be engaged:	MONTHLY RATE PER PERSON									
	Take Home wages applicable for the category of manpower	Employee's contribution		Employer's contribution		Total amount of wages Month.(Col. 2+3+4+5+6)	Service charge	Total amount (Col. 7+8)	Amount of cleaning materials Per Month including GST.	Grand Total (Col. 9+10)
		EPF	ESI	EPF	ESI					
1	2	3	4	5	6	7	8	9	10	11
Unskilled - 3 Nos.										

Note:-

1. Total amount as mentioned in column-7 should be inclusive of Wages, EPF & ESI. The wages must be quoted adhering the updated notification / guidelines of Labour & ESI Department, Government of Odisha.
2. GST will be separately made payment as applicable from time to time against column -7.

Signature of the bidder with office seal