



ODISHA GRAMYA BANK  
General Administration Department  
Head Office, Gandamunda, P.O.-Khandagiri, Bhubaneswar  
RFQ Ref. No. RFQ/GAD/HOUSE KEEPING/02/2023, dt.14.07.2023

Request for Quotation (RFQ) from Eligible Vendors towards Empanelment and rate contract of housekeeping manpower for Head Office

Table -1- Amendment

1	2	3	4	5	6
SL. No.	Document Reference	Page No	Clause No.	Description in RFQ	Amendment
	Section-2- Bid cost-2.3	3	2.3	<b>Bid Cost:</b> A <b>Non-refundable application/BID money of Rs.3000/- (Rupees three thousand only)</b> in the form of a <b>Demand Draft drawn in favour of Odisha Gramya Bank payable at Bhubaneswar</b> , should be enclosed with the Tender. The envelope containing application/BID money should have proper encryption on top.	This clause stands canceled.
	Section-2- <b>Earnest Money Deposit (EMD)</b>	3	2.4	<b>Earnest Money Deposit (EMD):</b> All bidders should submit to the Bank an EMD after empanelment/eligible in form of DD in the name of Odisha Gramya Bank payable at Bhubaneswar of Rs.50000.00 (Rupees Fifty thousand only). ii.Non submission of EMD by any firms after empanelment/eligible will result in disqualification of firms leading to de-empanelment. iii.The EMD of the unsuccessful firms shall be returned within 30 days from the date of	<b>Earnest Money Deposit (EMD):</b> i. All bidders should submit to the Bank an EMD after empanelment/eligible in form of DD in the name of Odisha Gramya Bank payable at Bhubaneswar of Rs.50000.00 (Rupees Fifty thousand only). ii.Non submission of EMD by any firms after empanelment/eligible will result in disqualification of firms leading to de-empanelment.

				<p>award of contract to successful firms and no interest shall be payable on EMD of unsuccessful tenderers.</p> <p>iv.The successful firms EMD of Rs.50000/- (Rupees fifty thousand only) will be converted in to security deposit.</p> <p>v.The EMD may be forfeited:</p> <ol style="list-style-type: none"> <li>1. If a firm makes any statement or encloses any form which turns out to be false / incorrect at any time prior to signing of contract; or after signing of the contract the concerned firms will be de-empaneled.</li> <li>2. In the case of successful firms, if the firms fail, to sign the contract and to furnish security deposit the concerned firms will be de-empaneled.</li> </ol>	<p>iii.The EMD of the unsuccessful firms shall be returned within 30 days from the date of award of contract to successful firms and no interest shall be payable on EMD of unsuccessful tenderers.</p> <p>iv.The successful firms EMD of Rs.50000/- (Rupees fifty thousand only) will be converted in to security deposit.</p> <p>v.The EMD may be forfeited:</p> <ol style="list-style-type: none"> <li>1. If a firm makes any statement or encloses any form which turns out to be false / incorrect at any time prior to signing of contract; or after signing of the contract the concerned firms will be de-empaneled.</li> <li>2. In the case of successful firms, if the firms fail, to sign the contract and to furnish security deposit the concerned firms will be de-empaneled.</li> </ol> <p><u>Exemptions:</u>  <i>Exemption of EMD Cost will be allowed to bidder registered under MSME / NSIC / Udayog Aadhar as Micro &amp; Small Enterprises of service industry under category relevant to this RFQ and on submission of photo copy of registration certification from relevant authority of Govt. of India. Bidder should upload scanned copy of required valid certificate <b>in Bank's e-Procurement portal and need not send any hardcopy</b></i></p>
1	Section -2-2.5	4	Eligibility Criteria- Sl.No.17	Copies of work orders of previous organizations and work completion Certificate from client.	Copies of work orders for last 3years and work completion Certificate from client.

2	Section - 2-2.5	4	Eligibility Criteria- Sl.No.18	Copies of ISO 9001- 2008 (Quality Management System) ISO 9001- 2015(Quality Management System) OHSAS 18001 certification (if available)	Copies of ISO 9001- 2008 (Quality Management System) of latest i.e ISO 9001-2015(Quality Management System) OHSAS 18001 certification (latest ISO45001)
3	Section - 2-2.5	5	Eligibility Criteria- Sl.No.19	Experience certificates of supervisor and concerned staff with documentary evidence.	This Clause stands canceled. Cleaning work should be done proper supervision of vendor without fail.
4		5	Eligibility Criteria- Sl.No.19	The bidder should not have been blacklisted or de-empaneled due to unsatisfactory service, by Odisha Gramya Bank or in any other organisation within last 3 years as on date of the issue of the RFQ. Bidder to upload the Self Declaration certificate as per format provided in “ <b>Annexure C - Declaration for Clean Track Record</b> ” of the RFQ along with the technical bid. (Documentary proof should be attached).	The bidder should not have been blacklisted or de-empaneled due to unsatisfactory service, by Odisha Gramya Bank or in any other organisation within last 3 years as on date of the issue of the RFQ. Bidder to upload the Self Declaration certificate as per format provided in “ <b>Annexure C - Declaration for Clean Track Record</b> ” of the RFQ along with the technical bid. (Documentary proof means work order for last 3years should be attached).
6	Section-2	New clause	New Clause	Security Deposit	The Successful bidder shall, within 30 days of signing the Contract (SLA), submit Security Deposit of 5% of total work order for One year in form of DD (Demand Draft). It is valid for one year i.e contract period. It will be renewed in year wise as per contract term and condition. Claim period of Security Deposit is after 3months of expiry of contract period. No interest will be paid on Security Deposit.
7	Part-2	23	<b>FINANCIAL BID</b>	<b>FINANCIAL BID</b>	Refer to Amendment-Financial Bid.

Amendment-Financial Bid  
(To be filled in online mode only)

Sl. No.	Particulars	Amount (Rs.)Excluding GST																																																				
1	Bid value should be quoted (Area Category-B) only for one month for one person. Invoice in every month in accordance to Central Government notification from time to time. The quantity of manpower will be mentioned in work order.																																																					
2	Service Charges per person (not less than 3.85%) per month																																																					
3.	<p>Cost of Cleaning Materials per month The quantity of Cleaning Materials as below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sl.No.</th> <th style="text-align: center;">Items</th> <th style="text-align: center;">Quantity</th> <th style="text-align: center;">Remarks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td><b>Disinfectant/ Flush Cleaner, Phenyl</b></td> <td style="text-align: center;">72ltrs</td> <td><b>Eco-friendly First Grade Brand- ISI marked</b></td> </tr> <tr> <td style="text-align: center;">2</td> <td><b>Naphthalene</b></td> <td style="text-align: center;">30Packets</td> <td><b>Eco-friendly First Grade Brand-</b></td> </tr> <tr> <td style="text-align: center;">3</td> <td>Acid</td> <td style="text-align: center;">15Ltrs</td> <td><b>Eco-friendly First Grade Brand- ISI marked</b></td> </tr> <tr> <td style="text-align: center;">4</td> <td>Room Spry</td> <td style="text-align: center;">5nos</td> <td><b>Eco-friendly First Grade Brand- ISI marked</b></td> </tr> <tr> <td style="text-align: center;">5</td> <td>Hand wash</td> <td style="text-align: center;">5Ltrs</td> <td><b>Eco-friendly First Grade Brand- ISI marked</b></td> </tr> <tr> <td style="text-align: center;">6</td> <td>Toilet Cleaner</td> <td style="text-align: center;">3Ltrs</td> <td><b>Eco-friendly First Grade Brand- ISI marked</b></td> </tr> <tr> <td style="text-align: center;">7</td> <td>Floor Cleaner</td> <td style="text-align: center;">5Ltrs</td> <td><b>Eco-friendly First Grade Brand</b></td> </tr> <tr> <td style="text-align: center;">8</td> <td>Detergent</td> <td style="text-align: center;">1kg</td> <td><b>Eco-friendly First Grade Brand- ISI marked</b></td> </tr> <tr> <td style="text-align: center;">9</td> <td>Broom</td> <td style="text-align: center;">5+5</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">10</td> <td>Wiper</td> <td style="text-align: center;">4nos</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">11</td> <td>Bucket and Mug</td> <td style="text-align: center;">4+4</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">12</td> <td>Cotton</td> <td style="text-align: center;">As per requirement per month</td> <td style="text-align: center;">-</td> </tr> </tbody> </table>	Sl.No.	Items	Quantity	Remarks	1	<b>Disinfectant/ Flush Cleaner, Phenyl</b>	72ltrs	<b>Eco-friendly First Grade Brand- ISI marked</b>	2	<b>Naphthalene</b>	30Packets	<b>Eco-friendly First Grade Brand-</b>	3	Acid	15Ltrs	<b>Eco-friendly First Grade Brand- ISI marked</b>	4	Room Spry	5nos	<b>Eco-friendly First Grade Brand- ISI marked</b>	5	Hand wash	5Ltrs	<b>Eco-friendly First Grade Brand- ISI marked</b>	6	Toilet Cleaner	3Ltrs	<b>Eco-friendly First Grade Brand- ISI marked</b>	7	Floor Cleaner	5Ltrs	<b>Eco-friendly First Grade Brand</b>	8	Detergent	1kg	<b>Eco-friendly First Grade Brand- ISI marked</b>	9	Broom	5+5	-	10	Wiper	4nos	-	11	Bucket and Mug	4+4	-	12	Cotton	As per requirement per month	-	
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	13	Garbage bag(Black)	As per requirement per month	ISI marked (biodegradable)	
	14	Mops	4nos.	ISI marked	
	15	Stain/ Glass cleaner	As per requirement per month	Reputed Brand-ISI marked	
	15	Other Cleaning items	As per requirement per month	Eco-friendly First Grade Brand-ISI Brand	
	Total				

Note: All cleaning items like spray, room freshener, deodorant, brooms, naphthalene ball, etc and other disinfectant and consumables shall be provided by the agency as per the above requirement of every month and every now and then.

Date:

Place:

(with stamp of the firm)

(Name and Signature of Bidder)