

**Orissa Industrial Infrastructure
Development Corporation**

(A Government of Orissa Undertaking)
IDCO, IDCO Towers, Janpath, Bhubaneswar-751022
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ISO 9001 & 14001 CORPORATION

No. **HO-BD-E-3565/01/2008-09/ 7986 /**
TENDER NOTICE

Dt.19th April, 2010

Chief General Manager Civil, IDCO, IDCO Tower Janpath, Bhubaneswar on behalf of Home Department Govt. of Orissa. invites sealed tender in double cover system from Registered Human Resource Providers for providing Staff for different services relating to operation and maintenance of its **ODISHA BHAWAN (A State Guest House of Govt. of Orissa) at Plot No-5, Sector 30/A, Vashi, Navi Mumbai.** Detail requirement including terms and conditions can be downloaded by interested firms / Specialized agencies from the official web site of IDCO, **www.idco.in.** and Home Department Government web site **www.homeorissa.nic.in**

Interested firms, agencies are required to submit their offer so as to reach the undersigned in the address given below latest by 20.5.10 through Registered Post / Speed Post/Courier Services only during office hour. Interested firms, agencies should submit their **“Technical offer”** in Packet-I along with a Demand Draft of Rs.2000/- (Non Refundable) drawn in favour of “IDCO, BHUBANESWAR” payable at Bhubaneswar towards cost of the bid document. The **“Financial offer”** for supply of Human Resource for each category of work should be submitted in packet-II duly sealed and clearly marked **Financial Bid** . Both the Technical & Financial offer packets should be put inside one sealed packet superscribing on the top **“Bid Document for providing Human Resource for “Operation and Maintenance of ODISHA BHAWAN at Vashi, Navi Mumbai”**.

The technical bid will be opened on 21.5.2010 at 11.30 A.M in the office of the undersigned in presence of bidders or their authorized representatives. If the office happens to be closed on the last date of receipt or opening of the bid, the scheduled date will be shifted to the next working date at the same time and venue.

After technical evaluation, short listed firms will be duly intimated the date and time of opening of the financial bid.

The undersigned will not be held responsible for any kind of postal delay. Non receipt of EMD, cost of bid document & other documents as required on due date will lead to rejection of the bid. The undersigned reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

Address

Chief General Manager, Civil
Orissa Industrial Infrastructure Development Corporation
(A Government of Orissa Undertaking)
IDCO, IDCO Towers, Janpath, Bhubaneswar-751022

Sd/-
Chief General Manager (Civil) IDCO

BRIEF DESCRIPTION OF THE BUILDING

Odisha Bhawan is built up on Plot no.5 (plot area 2761 sqm), Sector 30A, Vashi, Navi Mumbai. This is a Guest House of Government of Orissa, under Home Department. This building is likely to be inaugurated shortly. This is a G+4 storied Building with the following main features.

Ground Floor :- Reception, Manager Room, Kitchen equipped with modern kitchen equipment , Dining (48 seater)

1st Floor :- One Multipurpose Hall attached with a Green Room, Library-cum reading room, Open Stage and Podium, 3nos. double bed staff room and one 8 bedded Dormitory for service staff.

2nd Floor :- 8 nos. Double bed room, One Dormitory (6 bed), 2nos single room staff qr. and 2 nos double bedded suite

3rd Floor :- 8 nos. Double bed room, One Dormitory (6 bed), 2 nos double bedded suite

4th Floor :- 8 nos. Double bed room, One Dormitory (6 bed),

Terrace Floor The terrace floor houses over head water Tank, A.C machines

Fire Fighting System

The Building is provided with fire fighting system including fire alarm and fire detection system besides adequate nos. of fire extinguishers.

For fire fighting system besides other things two 40 HP pumps, one 10 HP Jockey pump and two 5 HP booster pumps have been installed.

Air Conditioning System

All the 24 double bed rooms, 4 double bed suites, Dining Hall, Reception area, Manager room, Multipurpose Hall, Library have been provided with Air conditioning system.

Water Supply System

The building is provided with 50,000 ltr capacity under ground water reservoir for fire fighting besides one 25,000 ltr capacity under ground water reservoir and 3x10,000 ltr capacity over head Sintex tank for fire fighting and 2x10,000 ltr capacity Sintex tank for water supply.

5 HP open well type submersible pump, one no. booster pump, and Hydropneumatic System

1no. Aqua Guard with water cooler in each floor

Telephone and EPAPX System

Telephone have been provided in each of 24 double bed rooms, 4 nos. suite, 3 nos. Dormitories and other important places. SIEMENS make Hi-path 1190 Digital EPBAX system have been provided at Ground floor near reception.

Generator

One no. 125 KVA silent type Auto Mech, Greaves Engine Generator set has been installed to meet the emergency need.

H.T power Supply

1 no. 500 KVA, 11/0.4333 KV SubStation with all ancillaries have been installed for power supply to the building.

Garden

The Building is having a small garden as per requirement of Horticulture Department.

Kitchen

Kitchen is equipped with all required modern kitchen equipments including exhaust system and a gas bank.

Scope of Work

The agency is required to provide man power to manage the following

- Reception and Front Office
- House Keeping
- Regular Cleaning of entire building including terrace and entire premises
- Cleaning of all toilets and bathrooms as per requirement
- Room service
- EPBAX System
- Plumbing works as per requirement
- Operation of pumps
- Operation of DG System
- Operation of all electrical system
- Operation of Lift
- Operation and Maintenance of Fire Fighting system
- Normal repair and maintenance of electrical works
- Maintenance of Garden

Basic Requirement of Man Power

- **The receptionist** must be 12th pass, smart with pleasing personality. He/She must be having knowledge of English, Hindi and Marathi and computer savvy. In addition knowledge of Oriya language will be desirable.
- As the building will be mostly occupied by persons from Odisha **the receptionist** and the **EPBAX operator** must be 12th pass having fluency in Oriya and Hindi (Both writing and reading) besides having adequate knowledge of Marathi and English with good communication skill.
- For other services the person must be having good knowledge of Hindi and Marathi.
- For electrical works the person should have required licence with relevant certificate from a recognised ITI with adequate experience.
- Plumbers should have required certificate from a recognised ITI besides adequate experience
- Gardeners should have adequate experience and knowledge about plants so as to look after the maintenance and beautification of the garden in the premises to the satisfaction of the Manager, Odisha Bhawan.

The agency is required to provide necessary Uniform to the employees so engaged for the works of Odisha Bhawan. The staff so deployed are required to be regular and punctual and should not consume alcoholic drinks or any type of drugs or narcotics during duty hours.

The Agency shall be responsible for compliance of all relevant rules and regulations of Govt. of Maharashtra including Navi Mumbai Municipal Corporation. The agency is also bound to follow all labour laws of Govt. of Maharashtra concerning to the conditions of work, safety, payment of wages, leave of employees, insurance and benefits to the employees engaged by him for the services of Odisha Bhawan, Vashi, Navi Mumbai. Home department Govt. of Orissa or their authorised officers are entitled to recover the damages if any arising out of non compliance of relevant rules and regulations by the agency.

The man power so provided for different jobs of Odisha Bhawan at Vashi, Navi Mumbai shall be the employee of the service provider and said person/persons of the service provider can not claim any absorption in Govt. service under any circumstance, and it shall be the duty of the service provider to pay their salary on time every month.

The service provider should ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such employee who is not found suitable by the Manager Odisha Bhawan immediately on receipt of such request.

The Agency/Firm shall have to submit police verification report, proof of residence and copy of Voter ID card of the persons to be engaged in Odisha Bhawan

The successful agency has to execute an agreement with Home Department, Government of Orissa as regards supply of required man power and adherence of all relevant rules and regulations and payment condition before commencement of work.

As the ODISHA BHAWAN is likely to be inaugurated shortly, it is likely that atleast for the first six months there will be less utilisation of capacity and no. of Staff required at the initial stages would be less. As the occupancy rate will go on increasing the requirement of staff would go on increasing. It is therefore proposed that for the initial period of Six months, Odisha Bhawan would be requiring the following staff for running the guest House and therefore the interested **Firms/Agencies** are required to quote their offer price per person per month of the required category of staff so that as and when required the no. of staff in that category can be increased or decreased for better management of ODISHA BHAWAN. The Agency/ Firm is responsible for engagement of the required no. of staff every day without break and has to compensate with alternate staff for the weekly holiday/ leave/ other statutory holidays so that the operation and maintenance of Odisha Bhawan is not affected.

The Agency/ Firm may be required to provide additional back up support service personnel as may be required/ indented by the Manager during the visit of VVIPs to Odisha Bhawan on payment of extra cost thereof as per mutual consent.

The period of contract will be for a period of one year and can be renewed further subject to satisfactory performance.

Requirement for participation in the tender

The Firm/Agency is required to submit documentary proof in support of the following in Packet I containing Technical Offer

The Firm/Agency should be in existence for not less than last 3 years

It should have required registration with concerned Government Authorities to provide Human resource for Odisha Bhawan at Vashi, Navi Mumbai.

The Firm/Agency should not have been blacklisted by any organisation. An affidavit in this respect is to be submitted by the Firm/Agency with technical bid.

The Firm/Agency should have PAN, Service Tax Registration, EPF registration

The Firm/Agency should be willing to take up the job contract on the terms and conditions mentioned in the bid document.

The Firm/Agency is required to submit their credentials along with the technical offer.

Bank Draft of Rs.2000/- (Non refundable) drawn from any Nationalised Bank in favour of IDCO, Bhubaneswar, payable at Bhubaneswar towards cost of bid document and another Bank Draft of Rs.20,000/- drawn from any Nationalised Bank in favour of Under Secretary to Home Department, Government of Orissa, Bhubaneswar, payable at Bhubaneswar towards EMD. EMD of unsuccessful bidders will be refunded after finalisation of the bid.

The tender committee will assess the ability of the Firms/Agencies to supply requisite number of personnel in different categories based on their record, profile and on such other criteria as may fix and financial bid of only those found fit will be opened.

Tentative Initial Requirement of personnel

Receptionist	2nos.
Electrician (ITI Trained along with experience of 5 yr. minimum)	1no.
Wireman (ITI Trained with minimum 2 years experience)	1 no
Lineman (having required License)	2 nos
Plumber (ITI Trained with 5 yr. Experience)	1no.
Helper to Plumber	2nos
EPBAX Operator	2nos.
General cleaning	4 nos
Toilet Cleaning/Man Hole Cleaning/Garbage Disposal	4nos.
Linen Store assistant	2nos
Gardener	1 no
Helper to Gardner	1no
Room Attendant	5nos.
Lift Operator	1 no.

Sd/-

Chief General Manager (Civil), IDCO