



Tender No. IMIB/Tender/01/Housekeeping/2025 Dated: 21 May 2025

Tender Notice

Housekeeping Services : IMI Bhubaneswar

Tenders in sealed cover are invited under **two-bid** system from reputed and experienced Agencies on behalf of the Director, IMI Bhubaneswar, for providing Housekeeping Services at the following premises:

IMI Bhubaneswar
IDCO, Plot No 1, Gothapatna, Post-Malipada, Bhubaneswar – 751003
Dist.-Khordha, Odisha, India

Interested agencies are required to submit the Technical & Financial bid separately. The bids in Sealed Cover –I, containing “Technical Bid” and Sealed Cover –II containing “Financial Bid”, should be placed in a third cover super-scribed “Housekeeping Services for IMI Bhubaneswar” and should reach at below office before **17:30 hours on or before 29th May 2025**

The Chief Administrative Officer
IMI Bhubaneswar
IDCO, Plot-1, Gothapatna, Post-Malipada, Bhubaneswar – 751003
Dist.-Khordha, Odisha, India

The Technical bids shall be opened on 30 May 2025 at 17:00 hours. In the event of the above-mentioned date being declared as a holiday / closed day, the tenders will be opened on the next working day at the mentioned time.

The tender document containing eligibility criterion, scope of work, terms & conditions can be downloaded from www.imibh.edu.in. Tenderer should enclose their tender bid in the Cover-I “Technical Bid”. The Tender Enquiry Documents are not transferable. Any future clarification and / or corrigendum(s) shall be communicated through Chief Administrative Officer, IMI Bhubaneswar.



Notice Inviting Tender and Schedule of Events

Sealed Tenders are invited under two bid system (Technical Bid and Financial Bid) from reputed, experienced and financially sound parties for the following work:

Name of the Work	Housekeeping Services for IMI Bhubaneswar
Tender No.	IMIB/Tender/01/Housekeeping/2025 Dated: 22 May 2025
Estimated Turnover Business	Rs. 20 Cr per annum.
Contract Period	The period of the contract will be 2 years with a built-in scheme for review of the performance at the end of each completed year. The contract may be extended by another one year.
Issue of Tender	The Tender document can be downloaded from the Institute website – www.imibh.edu.in . Please refer to the Tender Section on the Home Page of the Website.
Submission / Receipt of Tender	Up to 17:30 hours on 29 May 2025 in the office of Chief Administrative Officer IMI Bhubaneswar IDCO, Plot No. 1, Gothapatna, Post-Malipada, Bhubaneswar – 751003 Dist. - Khordha, Odisha, India
Opening of Tender (Technical Bid)	Part – I – Technical Bid The Technical Tender documents shall be opened on the same day, i.e. 30 May 2025 at 17:00 hours in the presence of authorized representatives of the bidders (if any) Part – II – Financial Bid Financial Bid of the technically acceptable bidders as recommended by the competent committee / authority, shall be opened at a later date.
Presentations by Qualified Bidders	Only selected agencies in the presence of the committee by authorized representatives of Technically qualified bidders.
Contact Person (during the tendering process)	Chief Administrative Officer IMI Bhubaneswar IDCO, Plot No 1, Gothapatna, Post-Malipada, Bhubaneswar – 751003 Dist. - Khordha, Odisha 9692719992
Proposed Date to Commence the Operations	01 August 2025



IMPORTANT INSTRUCTIONS

- 1) Read the tender documents carefully before filling.
- 2) Sign each page with seal.
- 3) PART 'A' should contain –
 - a) Technical Bid with all relevant signed documents as mentioned in Terms and Conditions
 - b) Earnest Money Deposit
 - c) Sealed envelope with superscription **"TENDER FOR HOUSEKEEPING SERVICES AT IMI BHUBANESWAR" -PART 'A'**
- 4) PART 'B' should contain only Financial Bid.

Seal the envelope with superscription **"FINANCIAL BID FOR HOUSEKEEPING SERVICES AT IMI BHUBANESWAR". PART 'B'** - Financial Bid should mention only prices in the stipulated format without any condition. The prices shall be filled up both in figures and in words and the total amount shall be calculated and rounded off to the nearest rupee. No overwriting or use of correction fluid shall be accepted. Any corrections shall be legible and signed by the authorized signatory.

- 5) Put PART 'A' and PART 'B' in separate sealed covers and put both the sealed covers in one cover addressed to **The Chief Administrative Officer, IMI Bhubaneswar, IDCO, Plot No 1, Gothapatna, Post- Malipada, Bhubaneswar – 751003 Dist.-Khordha, Odisha, India** with superscription on the cover as **"TENDER FOR HOUSEKEEPING SERVICE AT IMI BHUBANESWAR", Tender No. IMIB/Tender/01/Housekeeping/2025 Dated:07 May 2025** and send it so that to reach **on or before 17:30 hours on 29 May 2025.**
- 6) Tender form can be downloaded from the Institute website www.imibh.edu.in. Please refer to the Tender section on the Home Page of the Website. Please keep visiting our website for any corrigendum / amendments and submit the bid documents accordingly.
- 7) Tender/Offers **may be sent by post /courier/in-person** to the office of the Tender submission authority namely,

The Chief Administrative Officer,
IMI Bhubaneswar,
IDCO, Plot No 1, Gothapatna, Post-Malipada, Bhubaneswar – 751003
Dist. - Khordha, Odisha.
- * Tender submitted by E-Mail will not be accepted
- 8) IMI Bhubaneswar accepts no responsibility for any loss/delay/non-receipt of offers not submitted in person. Offers received late/incomplete are liable for rejection.
- 9) Earnest Money Deposit as of **Rs 50,000/-** mentioned in the Tender document shall be paid separately by pay order / demand draft in favor of **International Management Institute Bhubaneswar** payable at Bhubaneswar.
- 10) The technical bid will be opened at 17:00 hours on 30 May 2025 in the presence of the Authorized Committee constituted by IMI Bhubaneswar.



- 11) The technically qualified bidders will be called for a discussion and may make a presentation on certain parameters. The presentation is optional.
- 12) The financial bids of only those Tenderers whose technical Tenders are recommended by competent committee / authority will be opened at a later date. The date & time of opening the financial bid will be intimated to the qualified Tenderers in advance.
- 13) The offer of the Service Provider shall be valid for 3 (Three) months from the last date of submission of Tender/revised offer (if any).
- 14) In deciding upon the selection of contractors for the work, great emphasis will be put on the ability and competence of contractors to provide high quality services according to the time schedule and in close co-ordination with other agencies.
- 15) The Institute reserves the right to modify the conditions of the tender, at any time, without assigning any reasons for the same.
- 16) The Institute also reserves the right to accept/reject any Tender in part or full, without assigning any reason whatsoever.
- 17) If the last date of receiving/opening of the Tenders coincides with a holiday, then the next working day shall be the receiving/opening date.

Eligibility:

In order to become eligible to apply for Technical & Financial Bid, the bidder should have:-

- The Bidder must be rendering housekeeping services with the same name and style for the last **five years** (from the date of submission of bid). Documents like ROC registration, MoA of Company, AoA of Company, PAN, TAN, Service Tax / GST registration, etc. relating to business entity should be furnished, **and**;
- The Bidder shall be an Income Tax Assesse for the last 5 (Five) years, for which the bidder shall furnish IT Returns for F.Y. with 2024-25 (provisional).
- The firm should have an average turnover of **Rs. 20 Crore** (Rupees Twenty Crore) in the last 5 financial years and should have employed minimum manpower of 500 persons. Copies of the audited financial accounts of the last five financial years should be furnished along with a certificate from the Chartered Accountant certifying the turnover of the Bidder.
- Bidder should have managed minimum 3 sites independently.
- The Bidder should not have been blacklisted by any Central or State Government(s) / Public Sector Undertaking.
- The above criteria may be relaxed by the management for MSME/Startup Odisha registered entity.



Selection Process

Technically qualified proposals will only be considered for the opening of Financial Bid.

The Technical quotation inter alia should include and/or enclose:

- Profile of firm/company
- Names & addresses of prestigious clients served during the past three years along with the telephone numbers of the contact persons in the client organization
- Manpower employed by firm/company for Housekeeping Services during the last five years
- Self-attested copies of Registration Certificate of PF/ GST/ ESIC & Other statutory bodies/authorities
- Self-attested copies of the Income Tax Returns for the past five years
- Annual Turnover of your company/firm for the past five years
- License from the appropriate authority, if required
- The financial quotation should be submitted as per standard format with detailed break up.
- The Institute reserves the right to reject any bid/tender without assigning any reason (s) thereof.

Scope of work is enclosed as **Annexure - I**.

The **financial quotation** should be submitted as per the format attached as **Annexure – II**.

The Institute reserves the right to reject any bid/tender without assigning any reason (s) thereof.





Annexure-I

Quotation for Housekeeping Services

SCOPE OF WORK

1. IMI Bhubaneswar is located on a fully residential 16-acre campus at IDCO Plot No. 1, Gothapatna, Post-Malipada, Bhubaneswar – 751003, Dist. Khordha, Odisha. The institute has been imparting training to postgraduate students since 2011. It also conducts training programs for participants representing government bodies, public sector undertakings, and private sector organizations. The campus houses facilities like Academic Block, Computer Centre, Library, Lecture / Seminar Halls, Syndicate Room, Classroom, Executives & Student Hostel, Cafeteria, Guest Houses, Electrical Sub Station etc.

The Institute requires housekeeping services on a job work basis, under the terms and conditions outlined herein, for the purpose of maintaining cleanliness and hygiene at its campus.

The intended bidders are advised to undertake a survey of the Institute premises and satisfy themselves about the scope of work before submitting their rates in prescribed format enclosed as annexure II. In general, intended bidders shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their quote. A quote once submitted shall be deemed to have been submitted with full knowledge of aforesaid factors.

2. The contractor shall be responsible for the standard maintenance and hygienic cleanliness of the offices, academic halls, classrooms, library, computer center, faculty & admin block, guest houses, stores, toilets and the urinals, staircases, corridors, lobbies, all glass panes/panels, common passages, verandahs, lifts and bathrooms attached to the hostel, roads, common and open areas.
3. The contractor shall properly maintain the hostel rooms & bathrooms including furniture, fixture and mattresses, pillows, blankets, bedroom and bathrooms linen of MDP Hostel. The contractor shall change linen for the rooms/suites etc. occupied by the MDP Participants/Special Invitees / Guests on alternative day or on arrival of new participants in the Campus as the case may be. Welcome kit, Toilet paper rolls and other consumables will be provided by Institute and same will be placed by the contractor for each room as and when required.
4. All the rooms/ area will be cleaned and dusted daily with good quality cleaning material like soap powder, detergent, phenyl, floor cleaner etc. irrespective of the usage or occupancy of rooms/area.



5. The safe custody of electrical fittings and fixtures like CFL, tube lights, ACs and of plumbing items like angle valve, bib cock, showers will be the responsibility of housekeeping agency.
6. The contractor shall be responsible for the standard maintenance and hygienic cleanliness of the lecture halls, offices, meeting rooms, tutorials rooms, library, common rooms, computer center, pantries, stores, hostels, guest houses (4), toilets and the urinals/washrooms, Gym, stair cases, corridors, verandahs, lobbies, all glass panes/panels, common passages, verandahs, roof tops, furniture and fixtures, lifts and bathrooms attached to the hostel and offices, roads, common areas of residential blocks and entire surroundings of the campus etc. Agency will be responsible for upkeep and maintenance of office including all the kind of maintenance like floor, tables, chairs, cupboards, telephones, computers, AC cabinets, walls, doors, drawers, foot rests, switch panels, shifting of furniture, items, equipment and providing water etc. Disinfectant / Flit spray etc. should be carried out at regular intervals in the premises. Deodorant spray should be applied after cleaning and washing.
7. **The contractor shall provide all cleaning material and machinery at their cost** and will ensure proper upkeep of the entire area mentioned hereinabove and herein after.
8. A check list shall be prepared in consultation with the Institute for all the functions/areas e.g. for all rooms, common areas, meeting rooms, toilets/wash rooms, lecture halls, tutorials rooms, Auditorium etc. etc. The supervisor will be required to sign the check list daily.
9. The contractor shall abide by all the instructions given by the Institute or by its representative (s) and ensure that the following conditions are observed in connection with the grant of this job work:-
 - a. It shall be contractor's responsibility to ensure that all the statutory obligations, those prevailing from time to time under the various statutory enactments, such as, Minimum Wages Act, Industrial Disputes Act, Workman's Compensation Act, Provident Fund Act, ESI Act, Contract Labor (Regulation & Abolition) Act, Gratuity Act, Bonus, Child Labor Act, GST, WCT etc. are complied with by them in full and none of their employee or any person hired/engaged by them shall have any privy with the Institute. The contractor shall ensure that payment made is not less than Minimum Wages prescribed in Odisha State for the persons engaged / hired by them for any job / work.
 - b. The contractor will submit a list of employees working on their behalf in the Institute of the Administration in a prescribed format. The contractor will submit a certificate along with challan towards deposit of PF and ESI (subscription of employees & contribution of the employer) to the statutory authority on monthly basis.
10. If in the execution of their work, any infraction / breach / infringement of any law, rules / bye – laws for the time being in force, takes place, the contractor shall Indemnify the Institute and hold the Institute harmless against the consequence of any or all litigation / prosecution in any matter connected with or arising out of the subject license including the result of any labor dispute and



should any claim be made against the Institute of any authority / court by laws of any award or decree including awards of any Labor Court and / or Arbitrator which might be enforced / sought against the Institute, the Institute shall be compensated by contractor in toto in respect of all such claims / awards etc.

11. The quality of housekeeping services must be best and to the satisfaction of the Institute. There can be no compromise on this issue. In case the standard of house – keeping services is not up to the satisfaction of the Institute, the Institute shall have the right to impose penalty and deduct the same from contractor's bill, as might be deemed fit and appropriate by the Institute and that the contractor will have no say in this matter.
12. Successful bidder will be required to submit security deposit (2 months of Contract Value) through Bank Guarantee/Demand Draft. This will be refunded free of interest after successful completion of assignment.
13. **The period of contract will be two years** with a built-in scheme for review of the performance at the end of each year. The contract may be extended by another one year.
14. It shall be the duty and responsibility of the contractor to ensure that the employees engaged for the work are physically fit and free from all communicable contagious, infectious and other diseases. If any employee(s) is / are found to be suffering from any disease or if any employee(s) commit any misconduct or misbehavior, the contractor shall be required to remove such employee(s) immediately at the request of the Institute, without demur and without questioning the decision in this respect and restrain the entry of such individuals in the Campus premises.
15. Since the work is on job basis the contractor shall submit to IMI Bhubaneswar, Housekeeping Service bill on monthly basis. The Institute shall make payment within 15 clear days after proper verification / scrutiny of the claims of the contractor.
16. The contractor shall indicate the name of representative / contact person for monitoring of the work on day to day basis.
17. The representative(s) of the contractor must be present at the Institute consistently so that the quality of maintenance services does not suffer at any time.
18. All the persons employed by the contractor shall be required to undergo a medical test by the Institute's doctor once in three months from the date of employment at the cost of the contractor.
19. If there arises any dispute relating to MoU /Contract, the same shall be referred to sole arbitration of the Director of the Institute whose decision shall be final and binding on both the parties i.e. Institute and the contractor.



- 20. The rates quoted** and accepted shall remain unchanged for a period of 03 years from the date of receipt of work order / taking over the operational charge. Financials should be calculated and submitted accordingly. Also, The Agency shall be required to provide more man power at the same rate on pro-rata basis as and when advised to do so through written instructions. No upward revision in rate on any ground whatsoever shall be allowed during the contract. Rate quoted should clearly mention all taxes and levies etc. GST/ WCT payable, shall be paid as applicable from time to time but the contractor should hold a valid license / registration number for the same.
- 21.** In case of IMI Bhubaneswar being called upon by any statutory authority for any purpose relating to the matters of Housekeeping, the contractor shall be solely responsible to bear all costs that IMI Bhubaneswar may have to incur on account of such infringement by the contractor or indemnify IMI Bhubaneswar for any such loss in total including the legal expenses incurred thereof.

TERMINATION

- 22.** If for any reason the contractor is not in a position to render the service as required under this MoU / Contract or to maintain the service standard(s) required of the contractor, the Institute shall be entitled to terminate the arrangement by serving **three months' notice** to the contractor and the contractor shall also have the right to terminate the arrangement by giving three months' notice in writing so as to enable the Institute to make alternative arrangement(s).

NOTICE AND ADDRESS

- 23.** Director, IMI Bhubaneswar will be the sole arbitrator in the event of any dispute.

The Institute has unfettered right hereunder to terminate the arrangement at any time without assigning any reason whatsoever. The jurisdiction for dispute(s) if any shall be Bhubaneswar.

- 24.** The Institute reserves the right to reject any or all quotes without assigning any reason (s) thereof



Letter of Technical Proposal

To

The Chief Administrative Officer
IMI
IDCO Plot No 1, Gothapatna, Malipada
Bhubaneswar – 751 003

Sub: Proposal for Housekeeping Services at IMI Bhubaneswar

Regarding Technical Proposal

Dear Sir,

1. With reference to the tender document dated _____ for the above captioned project, I _____, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Agency for providing services for housekeeping at IMI Bhubaneswar. The proposal is unconditional and unqualified.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.
4. I shall make available to IMI Bhubaneswar any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I acknowledge the right of the IMI Bhubaneswar to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
 - a. I declare that:
 - b. I have examined and have no reservations to the tender Documents, including any Addendum issued by the IMI Bhubaneswar;
 - c. I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered with the IMI Bhubaneswar or any other public sector enterprise or any government, Central or State; and
 - d. I hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.



7. I understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders.
8. If our Firm is qualified, we shall make a presentation on Approach & Methodology to IMI Bhubaneswar on the date specified upon intimation received from IMI Bhubaneswar.
9. The undersigned is authorized to sign the documents being submitted through this Tender Document. (A copy of Power of Attorney/Resolution may be enclosed)
10. In the event our firm is selected as the Agency for this project we shall enter into an agreement with IMI Bhubaneswar.
11. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
12. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

Yours faithfully,

(Signature, name and designation of the authorized signatory)
(Name and seal of the Bidder)



Particulars of the Bidder

General Information about the Firm:

- a) Name of Company or Firm:
- b) Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):
- c) Country of incorporation:
- d) Registered address:
- e) Year of Incorporation:
- f) Year of commencement of business:
- g) Principal place of business:
- h) Brief description of the Company including details of its main lines of business:
- i) Name, designation, address and phone numbers of authorized signatory of the Bidder:
 - i) Name:
 - ii) Designation:
 - iii) Company:
 - iv) Address:
 - v) Phone No.:
 - vi) Fax No. :
 - vii) E-mail address:

(Signature, name and designation of the authorized signatory)

For and on behalf of



Financial Capacity of the Bidder

Annexure- A3

Sl. No.	Financial Year	Annual Turnover (In Rs)
1.	2020-21	
2.	2021-22	
3.	2022-23	
4.	2023-24	
5.	2024-25	

Certificate from the Statutory Auditor

This is to certify that.....
(Name of the Applicant) has received the payments shown above against the respective years on account of event management services. The Average Turnover of the Firm in the last three years is Rs.....
(In words)

Name of the audit firm:

Seal of the audit firm

Date:

(Signature, name and designation of the authorized signatory)

Note: In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.



Eligible projects undertaken by the Bidder

The following information should be provided in the format below for each Eligible Project for which the Bidder, as a single entity, was legally contracted by the Client stated.

- (i) Assignment Name -
- (ii) Name, fax, email of the Client Representative:
- (iii) Time when the assignment was carried out :
- (iv) Start Date
- (v) End Date
- (vi) Location of the Event
- (vii) Contract Value
- (viii) Narrative Description of the Scope of work of the assignment
- (ix) Description of Actual Services provided
- (x) Status of the assignment

IMPORTANT:

1. Use separate sheet for each Eligible Project
2. Please provide proof of eligible projects undertaken like a copy of completion certificate from the client/Copy of work order/copy of agreement etc. The submitted testimonial **MUST** contain detailed description of work carried out by the Bidder.



FINANCIAL PROPOSAL

Covering Letter

(on the Agency's letterhead)

To

The Chief Administrative Officer
IMI
IDCO Plot No 1, Gothapatna, Malipada
Bhubaneswar – 751 003

Sub: Proposal for Housekeeping Services at IMI Bhubaneswar

Regarding Financial Proposal

Dear Sir,

I, _____,
enclose herewith our Financial Proposal for selection of our firm as Agency to carry out "**Housekeeping Services at IMI Bhubaneswar**" as per enclosed sheet. **The total amount quoted is Rs**

Please note that the financial proposal does not contain any conditions and is submitted as per the prescribed format. In case of any discrepancy, our firm will be solely responsible for the same.

I agree that the Total Amount quoted by our firm shall be considered for financial evaluation.

I agree that this offer shall remain valid for 90 (Ninety) days from the bid due date or such further period as may be mutually agreed upon.

Yours faithfully,

Signature _____

Full Name _____

Designation _____



FINANCIAL PROPOSAL FOR HOUSEKEEPING AT IMI BHUBANESWAR

Area of Housekeeping	Approx. Area (in Sqft.)	Manpower Rate		Consumables Rate (Rs)	Machinery Rate (Rs)
		No. of Manpower	Rate Per Manpower		
Academic Blocks including reception, library, computer center, class room, office, faculty block, auditorium, tutorial room, cafeteria etc.	87496	HK Supervisor No.		Rs. per month Including Cleaning consumables & manual cleaning tools	01 Unit Single Disc Scrubbing Machine (Diversey or Eureka Forbes make) @ Rs. Per month
MDP Resident Building including Classrooms	24631	Cleaner Nos.			01 Unit Wet & Dry Vacuum Cleaning Machine (Roots / Similar make) @ Rs..... Per month
Student Hostel building	40917				
Guest Houses (4)	4530				
Electrical Sub-station	2153				
Amenity Building and Main gate	1073				
Roads, Common & open area	Campus				01 Unit Dry Vacuum Cleaning Machine (Roots / Similar make) @ Rs..... Per month
					01 Unit High Access Telescopic Pole @ Rs..... Per month
					01 Unit High Pressure Jet Cleaner (Roots / Eureka Forbes make) @ Rs..... Per month
		Total			
Total Amount Per Month (Rs)					

Note- Break-up amount for each category attached

