



## BIJU PATNAIK NATIONAL STEEL INSTITUTE

(UNDER MINISTRY OF STEEL, GOVERNMENT OF INDIA)

Ispat Bhawan, 271, Bidyut Marg, Unit – 4, Sastri Nagar,

Bhubaneswar – 751001, Odisha.

Website: [www.bpnsi.org](http://www.bpnsi.org), E-mail: - [bpnsi@bpnsi.org](mailto:bpnsi@bpnsi.org)

Ref: BPNSI/Admn/HK/03/2026

Date: - 06.03.2026

### TENDER FOR ENGAGEMENT OF AGENCY FOR PROVIDING HOUSEKEEPING AND SECURITY SERVICES AT BIJU PATNAIK NATIONAL STEEL INSTITUTE(BPNSI), SUKINDA, JAJPUR, ODISHA

Sealed tenders are invited from reputed/eligible agencies for providing housekeeping and security staff and services at BPNSI, Sukinda, Odisha, for carrying out the work for a period of 02 years. The number of staff and period of contract may be increased on satisfactory performance.

Detailed notice inviting tender, and necessary information are available on the official website of the Institute i.e. [www.bpnsi.org](http://www.bpnsi.org) for download. The tender must be submitted with EMD amount of Rs. 1,00,000.00(Rupees One Lakh only).

The tender completed in all respects should reach “**Director, BPNSI, Ispat Bhawan, 271, Bidyut Marg, Unit - 4, Sastri Nagar, Bhubaneswar - 751001, Odisha.**” before the date and time mentioned in the schedule below:

#### SCHEDULE

- |    |                                 |   |                          |
|----|---------------------------------|---|--------------------------|
| 1. | Last Date & Time for submission |   |                          |
|    | Of Bids along with EMD          | : | 23.03.2026 by 03.00 p.m. |
| 2. | Opening of Technical Bids       | : | 23.03.2026 at 04:00 p.m. |
| 3. | Opening of Financial Bids       | : | 24.03.2026 at 03:00 p.m. |
| 4. | Date of commencement of work    | : | 01.04.2026               |

**Director**

**Biju Patnaik National Steel Institute, Sukinda, Jajpur, Odisha**

**NOTICE INVITING TENDER**

**Tender Notice No. BPNSI/Admn/HK/03/2026**

**1. GENERAL**

1. Tenders are invited by Director, Biju Patnaik National Steel Institute, Sukinda, Jajpur, Odisha (hereinafter referred to as “the Director”) for housekeeping & sanitation and security staff and services under which the agency awarded the contract (hereinafter called “the Service Provider”) shall provide uniformed trained personnel [**5 Housekeeping and Sanitation staff (unskilled), 9 security guards(3 each at a time, in 8-hr shifts) and 1 supervisor**] for housekeeping & sanitation and security services for Biju Patnaik National Steel Institute (BPNSI) as specified in the SCOPE OF WORK (Annexure-II) for Biju Patnaik National Steel Institute, Sukinda, Kalingangar, Jajpur, Odisha (hereinafter referred to as “the premises”) as per following schedule:-

- |   |   |                      |
|---|---|----------------------|
| 1. Last Date & Time for submission of Bids along with EMD | : | 23.3.2026 by 3:00 PM |
| 2. Opening of Technical Bids                              | : | 23.3.2026 at 4:00 PM |
| 3. Opening of Financial Bids                              | : | 24.3.2026 at 3:00 PM |
| 4. Date of commencement of work                           | : | 01.04.2026           |

**2. CONTENTS OF DOCUMENTS**

2.1 The Tender must be submitted with following formats: -

- (a) Proforma for submission of information for evaluation of Technical Bid (Annexure-I A)
- (b) Proforma for submission of Financial Bid (Annexure-I B)
- (c) Scope of Work (Annexure-II)
- (d) Undertaking (Annexure-III)
- (e) Form of Agreement (Annexure-IV)

2.2 The Bidder is expected to examine and study all instructions, forms, terms and conditions in the tender document. Failure to furnish entire/complete information required in the tender document or submission of a tender not responsive to the tender document in any respect will be at the Bidder’s risk and may result in rejection of his bid.

2.3 The Bidder shall not make or cause to make any alteration, erasure or obliteration to the text of the tender document.

**3. ELIGIBLE BIDDERS**

3.1. In order to be eligible, a Bidder must

- (a) be a company registered under *The Companies Act, 2013* or a society registered under *The Societies Registration Act, 1860* or a partnership or a consortium.
- (b) be registered with EPF;
- (c) be registered for GST;
- (d) possess PAN and up-to-date Income Tax Clearance Certificate;
- (e) have their Registered/Principal Office situated in the state of Odisha.

**The bidder must submit all the above certificates along with the tender document.**

3.2. Must have successfully completed at least three similar works during the last three years in any of the Government Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of Odisha or any other State Government or Public Sector Banks or Local Bodies/Municipalities and shall submit the certificates of the employer regarding successful execution of work during the preceding years.

3.3. The experience of completed three similar works each of must be not less than Rs. **5,00,000/- (Rupees Five Lakh) per annum** in his own name **during the last three consecutive years ending 31<sup>st</sup> March, 2025. The company must also have an annual average turnover of Rs. 1,00,00,000/- (Rupees One Crore Only)** or more during the last three financial years in the audited accounts, from such business.

#### **4. QUALIFICATION OF THE BIDDERS**

4.1. The Bidder shall submit full details of his ownership and control or, if the Bidder is a company/partnership, consortium or society, full details of ownership and control of each member thereof.

4.2. Bidder must submit copies of all eligibility documents required, duly self- attested, along with technical bid of the tender.

4.3. Canvassing or offer of an advantage or any other inducement by any person with a view to influence acceptance of a bid will be an offence under Laws of India. Such conduct will result in the rejection of bid, in addition to other punitive measures.

4.4. The decision of the Director, BPNSI arrived at will be final and no representation of any kind will be entertained on the above. An attempt by any Bidder to bring pressure of any kind, may disqualify the Bidder for the present tender and he will be liable to be debarred from bidding for Biju Patnaik National Steel Institute tenders in future for a period of at least three years.

The Bidder, if his tender is accepted, shall be obliged to provide housekeeping & sanitation and security staff and services to the premises and is therefore advised to visit and acquaint himself with the area and operational system. The costs of visit shall be borne by the Bidder. It shall be deemed that the Bidder has undertaken a visit to the premises and is aware of the operational conditions prior to the submission of the Bid.

#### **5. SUBMISSION OF BIDS**

The bids and all accompanying documents shall be in English. In case any accompanying

documents are in other language(s), it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.

5.1 The Bidder shall, on or before the date given in the Notice Inviting Tender, submit his bid accompanied by all supporting documents.

5.2 The Bidder shall deposit **Bid Security (Earnest Money Deposit) for an amount of Rs. 1,00,000/- (Rupees One Lakh Only)** in the form of Demand Draft in favour of “Biju Patnaik National Steel Institute” payable at “Bhubaneswar” issued after the date of publication of notice inviting tender along with the Bid. The Bid Security will remain valid for a minimum period of forty-five days beyond the final bid validity period.

5.3 The Bidder shall furnish the details regarding total number of works completed in preceding five years, which were similar in nature and as in the present contract requiring supply of trained man power to provide housekeeping & sanitation and security services at Biju Patnaik National Steel Institute, Sukinda, Jajpur, Odisha.

5.4 The Bidder shall submit attested copies of TDS Certificates so as to ascertain the cost of the completion of work executed by him.

5.5 The Experience Certificate submitted by the Bidder must have been signed by an authorized representative of the client and must include: -

- i. the date of completion of the work;
- ii. the nature of the house-keeping and security services work performed/schedule of work;
- iii. whether the work has been performed satisfactorily; and
- iv. Total number of staff provided
- v. monthly payment to the vendor/bidder

Documents evidencing average financial turnover for the last three consecutive financial years ending March 2025, duly audited by a registered Chartered Accountant along with a certificate also must be submitted.

**5.6 Bid Amount: -**

5.6.1 Bidder shall quote the rates for the entire contract on a ‘single responsibility’ basis such that the tender price covers Service Provider’s all obligations mentioned in or to be reasonably inferred from the tender document in respect of the housekeeping & sanitation and security services at Biju Patnaik National Steel Institute, Sukinda, Kalingangar, Jajpur, Odisha. This includes all the liabilities of the Service Provider such as cost of uniform and identity cards of personnel deployed by the Service Provider and all other statutory liabilities and the directions incidental thereto issued by Government Department from time to time (like EPF contributions, service charges, all kinds of taxes, etc.).

5.6.2 Bidder shall not include the cost of consumables and maintenance and repair

charges of equipment used by the Service Provider for housekeeping & sanitation and security services. These will be provided by BPNSI.

5.6.3 Conditional bids/offers will be liable to be summarily rejected.

### **5.7 Form of Bid:-**

5.7.1 The documents comprising the Bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.

5.7.2 All the terms and conditions as mentioned herein shall be binding on the Bidder and no change by the Bidder will be acceptable. The bid shall contain no alterations, omissions or additions except those to comply with instructions issued by the Director, or are necessary to correct errors made by the Bidder, in which case such corrections shall be initialed/signed and dated by the person(s) signing the bid.

5.7.3 The information for evaluation of bid shall be furnished in the proforma (Annexure-I A and Annexure-I B) along with copies of all relevant documents and the last date for submission of the bids is 23.03.2026 by 3.00 PM.

5.7.4 The Bid should be given in three parts:-

Part-I	EMD Amount
Part-II	Technical Bid (Annexure-I A)
Part-III	Financial Bid (Annexure-I B)

### **5.8 Currencies of Bid and Payment:-**

The Bidder shall submit his financial bid in Indian Rupee and payment under the contract will be made in Indian Rupee.

### **5.9 Duration of Contract:-**

The contract shall be initially for a period of two(2) years and BPNSI reserves the right to terminate the contract at any point of time without assigning any reason or to extend the validity of contract on the same terms and conditions for such period as may be deemed fit by him.

5.9.1 In case the Service Provider doesn't intend to continue with the work, he shall give three months' advance notice in writing for termination of contract.

### **5.10 Bid Security:-**

5.10.1 Any tender not accompanied by Bid Security (EMD) shall be rejected.

5.10.2 Bid securities of the unsuccessful Bidders will be returned without any interest to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup>

day after the award of the contract.

5.10.3 Bid Security of the successful Bidder shall be returned on receipt of Performance Security and after signing the agreement.

5.10.4 Bid Security shall be forfeited if the Bidder withdraws his bid during the period of Tender validity.

5.10.5 If the successful Bidder refuses or neglects to execute the contract or fails to furnish the required Performance Security within the time frame specified by the Director, the bid would be liable to be rejected and the Bid Security shall be forfeited.

On being awarded the contract, the bidder will be required to submit performance guarantee / security of Rs. 5,00,000/- (Rupees five lakh only). The EMD amount will be adjusted for this amount.

## **6 BID OPENING AND EVALUATION**

6.1 The Bidder should submit (i) Technical Bid, (ii) Financial Bid and (iii) EMD in three separate sealed covers, which should be addressed to "The Director, Biju Patnaik National Steel Institute, Ispat Bhawan, 271, Bidyut Marg, Unit - 4, Sastri Nagar, Bhubaneswar - 751001, Odisha" and superscribed "Tender for Providing Housekeeping & sanitation and security services to BPNSI- Technical Bid/Financial Bid/ EMD & Cost of Terms and Conditions" on the respective cover and all the said three covers placed in a sealed cover. The outer cover in which aforesaid three sealed covers are placed should be addressed to **the Director and be delivered to the Biju Patnaik National Steel Institute, Ispat Bhawan, 271, Bidyut Marg, Unit - 4, Sastri Nagar, Bhubaneswar - 751001, Odisha on or before the last date of receipt of the bids as stated above.** The said outer cover should also be superscribed with the words "TENDER FOR HOUSEKEEPING & SANITATION and SECURITY SERVICES". The offers submitted by fax/e-mail or any mode other than specified herein will not be considered. No correspondence in the matter will be entertained.

6.2 The sealed covers containing Technical Bids and EMD and Cost of Terms and Conditions (if downloaded from the website) will be opened by the Committee of Officers nominated by the Director for the said purpose in **BPNSI, Ispat Bhawan, 271, Bidyut Marg, Unit - 4, Sastri Nagar, Bhubaneswar - 751001, Odisha** in the presence of Bidders/their representatives who choose to attend on the date and time as above appointed.

6.3 Bid of any Bidder who has not complied with one or more of the conditions shall be summarily rejected.

6.4 Financial bids of the Bidders who have submitted the EMD and also have technically qualified will only be opened for evaluation, in the presence of qualified Bidders/their respective representative who choose to attend at the date and time as above

appointed. The decision of the Director arrived at will be final and no representation of any kind will be entertained. Contract will be awarded to the finally selected L1 Bidder.

6.5 If at any stage, before the contract is awarded, it is found that a bidder has furnished false information or suppressed material information, the bid of the said bidder will be summarily rejected and the EMD shall stand forfeited.

6.6 The Director may terminate the contract if it is found that the agency is black listed on previous occasions by any Departments /Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc. or had given false information or suppressed material information.

## 7. GENERAL TERMS AND CONDITIONS OF CONTRACT

### i. **Compliance of statutory/regulatory requirements:**

Licenses/permissions/registrations etc., if any required for Housekeeping services at the premises, will be procured/ renewed by the Service Provider. If penalized for non-compliance of any of the legal requirements, the Service Provider shall be responsible for the same and deal with the same at his own level and costs, and in no way shall put any liability on the Director. The Service Provider shall abide by and comply with the statutory requirements of labour laws including Labour Act, Contract Labour (Regulation & Abolition) Act 1970, EPF Act, etc. and the directions incidental thereto issued by Government Department from time to time with regard to the personnel engaged by the provider. The Service Provider shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The Service Provider shall submit copies of acknowledgments evidencing filing of periodical returns and shall keep the Director fully indemnified against liability of tax, interest, penalty, etc. of the Service Provider in respect thereof.

ii. **LIABILITIES of Service Provider:** The Service Provider shall be the employer of all employees/ staff deputed by him for the purpose of Housekeeping & sanitation and security services and shall be liable entirely, to the exclusion of anyone else, for the payment of statutory liabilities. All liabilities arising out of injury or death of personnel suffered accidentally or otherwise deployed by the Service Provider while on duty shall be borne by the Service Provider. It shall be the sole responsibility of the Service Provider that the personnel engaged are trained in the task assigned and the Director will not be liable for any mishap occurring on account of act of commission or omission on part of such personnel and their supervisors.

iii. **WAGE PAYMENT:** The Service Provider shall pay wages to their employees/staff deputed equal to or higher than monthly remuneration as notified by the Labour Department, Odisha Government as minimum wages from time to time, employees latest by 7<sup>th</sup> of the subsequent Calendar month. In case, Service Provider fails to pay monthly wages/salary on the due date, a penalty equal to 1% of total monthly cost of salary/wages of employees per day shall be levied by the BPNSI and the

- same shall be deducted from the Service Provider's monthly dues. The Service Provider shall also issue wage slips to the employee concerned every month.
- iv. **BILL:** After the wages are disbursed to the employees, the Service Provider shall raise his monthly bills in two parts i.e. (i) salary/wages of employees (2) Service charges, along with the proof of disbursement of salary (date of disbursement of salary, salary/wage amount, bank details of the employees etc.), EPF details and GST challan which shall be subject to verification by BPNSI. **The Service Provider shall be entitled to the monthly payment only after a satisfactory performance report is given by the Caretaking staff of BPNSI.** The payment of dues by BPNSI to Service Provider, after applicable deductions and TDS, would be made on monthly basis on the actual number of the personnel deputed by the Service Provider and upon submission of the documentary proof by the Service Provider and verified by the authorized representative of the Director. No other claim on whatever account shall be entertained by the Director.
  - v. **LEAVES:** The employees of the Service Provider shall be entitled to 1 day leave per month with prior sanction of the competent authority, which would, if not availed, be carried forward to the following month within the tenure of contract of the Service Provider. They may avail maximum 3 days' leave during a month, with prior sanction of the competent authority.
  - vi. The execution of cleaning and housekeeping shall be undertaken through uniformed and trained personnel. The Director may increase the number of personnel as per requirements, which will be intimated from time to time, subject to payment of pro-rata extra charges as per rate applicable for the tender.
  - vii. The Service Provider shall not put one person on security guard duty in consecutive shifts on any day. In case, the Service Provider fails to provide the minimum work-force on any day, the BPNSI shall deduct on pro-rata basis from the monthly charges payable to the Service Provider.
  - viii. Every employee so engaged by the Service Provider shall wear uniform and identity card bearing his/her name and photograph, while on duty. The said uniform and identity card shall be provided by the Service Provider at his own cost. The Service Provider shall engage personnel who are medically and physically fit.
  - ix. Supervisor shall look after the work and will be available in service to attend to any complaint received or pointed out by the representatives of the Director, BPNSI. Adequate supervision will be provided by the Service Provider to ensure perfect performance of the said housekeeping and sanitation services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control and supervision over the staff of the Service Provider deployed, the supervisory staff will move in their areas of responsibility. In case of deficiency in services (cleaning or security), a penalty by way of deduction, from monthly bill, of **Rs.5,000/- per instance** may be imposed within the discretion of Director, BPNSI.
  - x. The staff engaged by the Service Provider shall be available all the time as per their duty roster and they shall not leave their place of duty without the prior permission of the officer, authorized by the Director.

- xi. The Service Provider's representative/supervisor should always be available at the premises along with attendance register of the workers.
- xii. The Service Provider will ensure that all the housekeeping & sanitation and security services in all areas of BPNSI are provided to the satisfaction of the Director, BPNSI or his representatives.
- xiii. The Service Provider shall provide housekeeper work-force of **5 housekeepers, 9 security guards (3 each at a time, in 8-hr shifts)** and 1 supervisor on all working days. However, on Sundays and gazetted holidays when the Institute is closed, services of only security guards will be required in shifts such that the Institute is manned for 24 hours.
- xiv. The Institute shall normally function from 9:00AM to 5:30PM. Director shall have the right to change the work timings of the housekeeping staff as per requirements. Cleaning, Deep Cleaning, Sanitization, Washing, Dusting, etc. are to be carried out daily for which all the necessary materials shall be provided by BPNSI. The cleaning and housekeeping work is to be carried out as per the highest standards/norms and in such a manner that entire premises are always kept neat and clean and the workmen should be deployed for the day in such a manner that all areas covered should be neat and clean before 9.00 a.m., daily.
- xv. The cleanliness will be periodically checked by the Director or any person(s) authorized by him to gauge level of cleanliness and the Service Provider must abide by the instructions issued in this regard, from time to time.
  - a. In case any of Service Provider's personnel(s) deployed under the contract is absent, a penalty equal to the wages of number of personnel(s) absent on that particular day in addition to the pro-rata deduction as stated in clause 8 above shall be levied by the Director and the same shall be deducted from the Service Provider's monthly dues.
  - b. In case any of Service Provider's personnel deployed under the contract fails to report in time and Service Provider is unable to provide suitable substitute in time for the same it will be treated as absence and pro-rata deduction as mentioned in clause 8 above shall be made.
  - c. In case any public complaint is received attributable to misconduct/misbehavior of Service Provider's personnel, penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from Service Provider's monthly dues. Further the concerned Service Provider's personnel shall be removed from the premises immediately.
- xvi. In case the Service Provider fails to commence/execute the work as stipulated in the agreement or performs unsatisfactorily or does not meet the statutory requirements as indicated in contract, the Director, BPNSI reserves the right to impose the penalty as detailed below: -
  - a. 5% of monthly cost of contract per week, upto four weeks.
  - b. After four week's delay the Director may unilaterally rescind the contract and get the job carried out from any other agency. The difference, if any, in the cost will be recovered from the defaulter Service Provider, who shall also be liable to be black-listed from participating in such type of tender and

his earnest money/security deposit shall also stand forfeited.

- xvii. The Service Provider shall be responsible to provide immediate replacement to take place of any staff engaged by him, who is not available for duty at the place of posting and such other additional staff as may be required for additional area for which prior information has been given.
- xviii. It will be the responsibility of the Service Provider to furnish details and particulars of manpower deployed by him to the Director and to the Labour department and keep it updated incorporating changes, if any, from time to time. The Director shall have the right to ask for the removal of any personnel of the Service Provider, who is not found to be competent or orderly in the discharge of his duty or is not performing the job satisfactorily or otherwise. The Service Provider shall provide a list of manpower along with latest police verification, two passport size photographs of all the personnel so deployed in the Biju Patnaik National Steel Institute immediately on the commencement of Tender work. The Service Provider shall intimate Director in prior, of any new housekeeping employee it employs/expels for providing housekeeping & sanitation and security services at Biju Patnaik National Steel Institute.
- xix. The personnel deployed have to be courteous with pleasant mannerism in dealing with the staff/visitors, especially with ailing, aged, infirm, female staff/visitors and should project an image of utmost discipline. The Director shall have the right to have any personnel removed in case of complaint of misbehavior. The Service Provider shall have to arrange the suitable replacement in all such cases.
- xx. The antecedents of staff deployed including temporary or substitute shall be got verified by the Service Provider from the police authority and an undertaking in this regard shall be submitted to the Director, BPNSI who may call for compliance reports from the Service Provider. The Service Provider shall not engage any sub-Service Provider or transfer the contract to any other person in any manner.
- xxi. The Service Provider will maintain a register in which day to day deployment of personnel will be entered. This will be countersigned by the authorized officer of the Director. While raising the monthly bill, copy of the deployment particulars of the personnel engaged during respective month, must be submitted. The Service Provider shall give a certificate regarding payment of wages to each personnel whose services were utilized and also furnish proof of payment of all other statutory contributions/subscriptions, as per rules and laws in force, of the respective month while raising the monthly bill as detailed above.
- xxii. The Service Provider shall be responsible to properly maintain all property and equipment of the Director entrusted to it. Any damage or loss caused by Service Provider's personnel to BPNSI, in whatever shape or manner, would be liable to be recovered from the Service Provider by deduction from monthly bill.
- xxiii. The Service Provider and his staff shall take all necessary precautions to preclude from loss, destruction, waste or misuse the areas of responsibility given to them by BPNSI and shall not knowingly lend to any person or company any of the effects of the Director under his control.
- xxiv. **Force Majeure:-** If at any time during the currency of the contract, either party is subjected to force majeure, which can be in the nature of civil disturbance, riots,

tempest, Act of God, etc. which may prevent either party to discharge the obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist.

- xxv. The decision of the BPNSI about levy of fine/ penalty or recovery of any amount from the Service Provider shall be final and binding.
- xxvi. **Interpretation of the Contract:** - If any dispute arises regarding interpretation of the terms of the contract, the decision of the Director, BPNSI in such regard shall prevail and be binding.
- xxvii. Award of the work of housekeeping & sanitation and security services shall not be construed or interpreted as the creation of any agency or partnership between the Director and the Service Provider or relationship being or deemed as created between the Director and any employee/staff of the Service Provider. The relationship between the Director and the Service Provider shall be expressly and completely as per the above terms and conditions and is not open to any further or other construction or interpretation.
- xxviii. In the event the Service Provider or the concerned division of the Service Provider is taken over/bought over by another company/division, all the obligations and liabilities under the agreement with the Director, must stand passed on and transferred for compliance by the transferee company/division in the negotiation for their transfer.

## 8. AWARD OF CONTRACT

8.1 The Director will award the contract to the successful evaluated Bidder who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding/tender document.

8.2 The successful Bidder shall be required to submit a letter of acceptance of the offer and also furnish **Performance Security for an amount of Rs. 5,00,000/- (Rupees five lakh only) in the form of Fixed Deposit** irrevocable and unconditional from a nationalized bank in an acceptable form in favour of “ **Biju Patnaik National Steel Institute**”, within 7 days of receipt of “Letter of Offer”. The Performance Security shall remain valid for at least a period of six months beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the Service Provider accordingly. Bid Security/Earnest Money Deposit will be refunded on receipt of Performance Security from the successful Bidder. If the Bidder is not able to provide the services completely within the specified period, the Security Deposit will be forfeited in full. No interest will be payable for the Security Deposit.

8.3 The successful Bidder will be required to execute a contract in the form specified in Annexure-IV within a period of 7 days from the date of issue of Letter of Offer.

8.4 The contract shall be further subject to such other terms, conditions and instructions as may be imposed by the Director from time to time.

**Sd/- ()**  
**Director, BPNSI,**

**BIJU PATNAIK NATIONAL STEEL INSTITUTE AT SUKINDA, JAJPUR, ODISHA**

Tender Notice No \_ BPNSI/Admn/HK/03/2026

**PROFORMA FOR SUBMISSION OF INFORMATION FOR EVALUATION OF  
TECHNICAL BID****CONTRACT FOR ENGAGEMENT OF HOUSEKEEPING &  
SANITATION AND SECURITY SERVICES  
AT BIJU PATNAIK NATIONAL STEEL INSTITUTE,  
KALINGANGAR, JAJPUR, ODISHA**

*Affix Attested  
recent colour  
P.P. Size  
Photograph of  
Bidder /  
Authorized  
Representative*

S. No.	Particulars	Details	PageNo. of the supporting documents, enclosed herewith
1.	(a) Name of Bidder (b) Full Address of Registered Office and Telephone, Fax number and e-mail address (c) Full Address of Registered Office/Principal Office situated within the state of Odisha with Telephone, Fax Number and e-mail address		
2.	Whether Bidder is company/registered society / partnership / consortium		
3.	Details of Certificate of Incorporation (Please enclose copy thereof)		
4.	GST Registration No. (Please enclose copy thereof)		
5.	PAN issued by the Income Tax Department (Please enclose copy thereof)		
6.	Employee Provident Fund Account Registration No. (Please enclose copy thereof)		
7.	License No. under Contract Labour (Regulation & Abolition) Act, 1970, if		

	any. (Please enclose copy thereof)		
8.	ISO Certificate – (Number of years) (Please enclose copy thereof)		
9.	Number of years in Operation		
10.	Number of Manpower on rolls		
11	Whether up to date Income Tax Clearance Certificate available. If yes enclose copies.		
12.	Documents evidencing average financial turnover amounting to minimum Rs. 1,00,00,000/- (Rupees One Crore Only) per annum during the last three consecutive Financial years ending March 2025, duly audited by a registered Chartered Accountant along with a certificate stated in clause 5.5 of Tender Document.		
13(a).	Details of successfully completed at least three similar works during last three years in a Govt. Department/PSU/etc. Please enclose experience/ completion certificates indicating: - (a) the date of completion of the work; (b) the nature of the housekeeping work performed/schedule of work; (c) whether the work has been performed satisfactorily; and (d) there has been no breach.		
13 (b).	Whether copies of TDS Certificates annexed. <b>If yes, please enclose.</b>		
13 (c).	Other experience/clients (Please enclose supporting documents)		
14.	Any other relevant information (Please enclose supporting documents)		

Declaration:

- i) This is to certify that I, before signing this tender, have read and fully understood all the terms and conditions contained in the Notice Inviting Tender and undertake myself

to abide by the same.

ii) This is to certify that the information given herein above is true and correct and nothing material has been concealed or withheld therefrom.

(Signature of the Bidder)  
Name and Address with seal

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**BIJU PATNAIK NATIONAL STEEL INSTITUTE AT SUKINDA, JAJPUR, ODISHA****Tender Notice No. BPNSI/Admn/HK/03/2026****PROFORMA FOR SUBMISSION OF FINANCIAL BID**

Number of personnel to be provided as per Terms & Conditions of the Notice Inviting Tender is as under:

Housekeeping and Sanitation staff: 5 (Unskilled)

Security guards: 9 (unskilled)

Supervisor: 1 (Skilled)

Monthly Price for the Contract (to be filled by Bidder): Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ Only)

(a) Salary and Wages:

Sl. No.	Designation of Employee	Monthly remuneration per person per month including all statutory liabilities (minimum wages, EPF/ESI etc)	Service Charge (%)
(i)	Supervisor		
(ii)	Housekeeper		
(iii)	Security Guard		

Total of (a)(i) x 1 = \_\_\_\_\_

Total of (a)(ii) x 5 = \_\_\_\_\_

Total of (a)(iii) x 9 = \_\_\_\_\_

Grand Total = \_\_\_\_\_

(Signature of the Bidder)  
Name and Address with seal

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Note: Please refer tender document for Terms & Conditions and all the specifications.

(Signature of the Bidder) Name and Address with seal

**BIJU PATNAIK NATIONAL STEEL INSTITUTE AT SUKINDA, JAJPUR, ODISHA**

**Tender Notice No. \_ BPNSI/Admn/HK/03/2026**

**SCOPE OF WORK**

The Service Provider shall provide the sanitation & housekeeping and security services and shall ensure hygienic atmosphere and clean environment in the Biju Patnaik National Steel Institute, Kalingangar, Jajpur, Odisha. Without prejudice to the generality of the above, the duties and responsibilities of the Service Provider shall include the following:-

1. All the covered area including all rooms, halls, corridors, stair-case, associated washrooms/toilets of Premises on all floors and open areas including roads, lawns, paved areas and terrace. Cleaning of floor areas, walls, Roof and False ceilings, Glass areas, doors and attached fixture, windows with attached fixtures and frames, Rolling shutters, railings, mirrors, grills, pillars, curtains, blinds, slabs, cabinets, almirah with attached fixtures, etc.
2. Washing and cleaning and maintenance of Indoor and Outdoor decorative plants, flowerpots, cleaning and maintenance of lawns.
3. Sanitation of bathrooms/toilets
4. Cleaning and maintenance of all the drains within the compound of the Premises.
5. Cleaning of dustbins and removal/disposal of collected garbage to an approved location, clearance of segregated bio-degradable and non-degradable waste as per the prescribed norms for disposal.
6. Cleaning of all equipment available in the rooms including telephone sets and accessories, computers and accessories, furniture, signage boards, notice boards, switchboards, etc. with dusting or wet mopping or vacuum cleaning, as may be necessary.
7. Cleaning of all miscellaneous equipment as available or provided from time to time.
8. Deep cleaning of the entire premises in the morning.
9. Maintenance of security of the premises round the clock and to ensure unauthorized access to the building or unauthorized removal of any equipment or property of the BPNSI.

UNDERTAKING  
(ON A STAMP PAPER OF Rs. 100/-)

Tender Notice No. BPNSI/Admn/HK/03/2026

To

The Director,  
Biju Patnaik National Steel Institute,  
Ispat Bhawan, 271, Bidyut Marg, Unit - 4,  
Sastri Nagar, Bhubaneswar - 751001, Odisha  
Name of the Bidder\_\_\_\_\_

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document inviting tenders for providing **housekeeping** & sanitation and security staff and services at Biju Patnaik National Steel Institute, Sukinda, Jajpur, Odisha.
2. This is to certify that I, before signing this bid, have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves to abide by the said terms and conditions.
3. I/We hereby confirm that I am compliant of all statutory requirements viz. the requirements of labour laws including Labour Act, Contract Labour (Regulation & Abolition) Act 1970, EPF Acts, etc. and the directions incidental thereto issued by Government Department from time to time with regard to the personnel engaged by us for housekeeping and sanitation work and I undertake the responsibility to furnish details and particulars of manpower deployed by us to the Director and to the Labour department and keep it updated incorporating changes, if any, from time to time and also undertake to keep the Director indemnified against any violations.
4. I shall provide trained and experienced sanitation/housekeeping workers with proper supervision.
5. I do hereby undertake to indemnify the Director and make good any loss on account of theft, pilferage, damage or cost incurred on account of commission or omission on the part of sanitation staff deployed or machines utilized resulting in injury or damage to any property or individual.
6. It is also certified that M/s. \_\_\_\_\_ has not been black listed on previous occasions by any Departments / Institutions/ Local Bodies / Municipalities / Public Sector Undertakings, etc.

(Signature of the Bidder)  
Name and Address of the Bidder  
With seal

**BIJU PATNAIK NATIONAL STEEL INSTITUTE AT SUKINDA, JAJPUR,  
ODISHA**

**FORM OF AGREEMENT**

THIS AGREEMENT is made on the \_\_\_\_\_ (day) \_\_\_\_\_ (Month) of \_\_\_\_\_ (Year) between the Director, Biju Patnaik National Steel Institute, Kalingangar, Jajpur, Odisha (hereinafter called “the Director”) AND \_\_\_\_\_ (Name and address of the Service Provider) (hereinafter called “the Service Provider”) through Shri \_\_\_\_\_, the authorized representative, under which the Service Provider shall provide uniformed and trained personnel and will use his best endeavors to provide **housekeeping & sanitation and security services** to the Biju Patnaik National Steel Institute, Kalingangar, Jajpur, Odisha for providing a neat and clean environment.

NOW THIS AGREEMENT WITNESSETH as follows: -

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read & construed as part of this Agreement, viz.
  - (a) Detailed Notice Inviting Tender which includes inter-alia, the terms & conditions of the contract;
  - (b) Addenda, if any;
  - (c) Letter communicating Offer of Contract;
  - (d) Letter of Acceptance of Contract;
  - (e) Any other documents forming part of the contract;
3. In consideration of the payments to be made by the Director to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Director to execute and provide housekeeping & sanitation and security services with effect from April 1, 2026 as per the provisions of this Agreement and the tender documents.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written for and on behalf of the Service Provider and for and on behalf of the Director, Biju Patnaik National Steel Institute, Ispat Bhawan, 271, Bidyut Marg, Unit - 4, Sastri Nagar, Bhubaneswar - 751001, Odisha.

Signature of authorized representative of  
Director,  
Biju Patnaik National Steel Institute,  
Ispat Bhawan, 271, Bidyut Marg, Unit - 4,  
Sastri Nagar, Bhubaneswar - 751001,  
Odisha.

Signature of authorized representative of the  
Service Provider with Stamp/Seal

with Stamp/Seal

Name

Name

Designation

Designation

1. Witness  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_

2. Witness  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_