

Cost of the Tender Form - Rs. 1000/-  
(Rupees One Thousand Only)

No.BPNSI/TENDER/HK/2026

# **TENDER FOR HIRING OF HOUSE KEEPING SERVICES**

**NOTICE INVITING TENDERS FOR HIRING OF  
HOUSE KEEPING SERVICES**

**&**

**TERMS AND CONDITIONS OF TENDER**



## **BIJU PATNAIK NATIONAL STEEL INSTITUTE**

Ispat Bhawan, 271, Bidyut Marg, Unit-4, Sastri  
Nagar, Bhubaneswar-751001, Odisha

**Ph.: 0674-2293933, 2917205**

**Website: [www.bpnsi.org](http://www.bpnsi.org)**

**LAST DATE FOR SUBMISSION OF SEALED OFFERS: 23.03.2026 till 3 PM**

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**Tender Form submitted by**

**M/s \_\_\_\_\_**

**HIRING OF MANPOWER FOR HOUSE KEEPING SERVICES****Estimated cost of tender: Rs ..... lacs per annum.**

Sealed tenders are invited from experienced and reputed Manpower Agencies for outsourcing of the services of the following manpower to work in at BPNSI office located at following address:

**Biju Patnaik National Steel Institute, Multi Skilling Centre, Sukinda, Jajpur, Odisha**

(Adjacent to Satsang Vihar, Sukinda)

Tentative Requirement	Tentative per day Requirement (Nos.)
i) House Keepers	05
ii) Security Guard	10
iii) Supervisor	01

3. Rates quoted:  
(Break-up of rates must be enclosed).

- (i) House Keeper Rs. \_\_\_\_\_per month
- (ii) Security Guard Rs. \_\_\_\_\_per month
- (iii) Supervisor Rs -----per month

(iii) The rates quoted should be including all statutory dues, Service Charges, GST etc. It should be shown as net comprehensive rate. No addition of any kind except additional statutory dues levied by competent authorities after the date of submission of tender will be allowed. However, while preparing the comparative chart of tenders received, the basic rates, ESI, PF, GST and service charges will only be counted.

(iv) The requirement of manpower as mentioned at Sl. No.2 is indicative and the same may increase or decrease at the discretion of BPNSI

(v) Wages and other statutory requirements should be in conformity with the latest minimum wages notified by Labour Department, Govt. of Odisha. In case the minimum wages is revised during the tender process the same will apply accordingly, and later on also as and when the same is revised/increased by Govt. of Odisha, the same will apply.

(vi) House Keeper and Security Guard will be treated as unskilled labour and should be matriculate for the purpose of finalizing minimum wages.

(vii) If rates of any of the personnel is found to be less than the minimum wages, as prescribed by the Govt. of Odisha, the whole tender will be rejected.

4. Earnest Money : **Rs. 1,00,000/-**  
**(Rupees One Lakh only)**

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5. Last Date & Time for submission  
Of Bids along with EMD : 23.03.2026 by 03.00 p.m.
6. Opening of Technical Bids : 23.03.2026 at 04:00 p.m.
7. Opening of Financial Bids : 24.03.2026 at 03:00 p.m.
8. Date of commencement of work : 01.04.2026.

**(TENDERER OR THEIR AUTHORISED REPRESENTATIVE MAY BE PRESENT AT THE TIME OF OPENING OF TENDER)**

9. Registration No. of the agency issued by :  
Appropriate Licensing Authority  
(enclose attested copy)
10. Permanent A/c No. of Income Tax. Deptt. :  
and clearance Certificate  
(enclose attested copy)
11. EPF A/c No. and authority with whom :  
registered (enclose attested copies)
12. ESI Registration No. and authority with :  
whom registered (enclose attested copies)
13. GST Registration No. :  
(enclose attested copies)
14. Please specify as to whether tenderer is :  
recognized/ approved by the Govt. as  
registered House Keeping agency
15. Please specify as to whether : Sole Proprietor/Partnership  
tenderer is a sole Proprietor/  
Partnership firm/ Company firms/ company (Strike of  
whichever is not applicable)
16. In case of firm/company, give names of the proprietor/partners/directors (as the  
case may be) with parentage, age and address (both existing and permanent)  
residential: -

	<b>Name of the Proprietor/Partner/ Director</b>	<b>Parentage</b>	<b>Age</b>	<b>Existing Residential Address</b>	<b>Permanent Address</b>
A.					
B.					
C.					
D.					

**Note:**

- (i) In case of the application being made by a partnership firm, the application should be accompanied by an attested copy of Partnership Deed.
- (ii) In case of Private Limited Company, an attested copy of the Memorandum and
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- Articles of Association should be enclosed with Tender Application form.
- (iii) In case of company, whether the applicant is authorized to apply on behalf of the Company/Firm and if so, what is the status of applicant in the Company/Firm. Also furnish an authority letter empowering the applicant to apply for engagement as Security Agency by the BPNSI.
17. Registered Office with Telephone  
No./Fax No./Mobile No./E-mail:
18. Experience in providing House Keeping Services to Govt. Offices/reputed organization with periods of contract  
(Please attach attested copy of Documentary Evidence)
19. Address for communication alongwith Phone No./Fax
- Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone (O) \_\_\_\_\_  
(M) \_\_\_\_\_  
Fax. \_\_\_\_\_  
E-mail: \_\_\_\_\_

Signature of the Tenderer

Seal: \_\_\_\_\_

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

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**ELIGIBILITY CRITERIA**

1. The agency should be registered as a firm or company registered under the Companies Act 1956 as amended from time to time.
2. The agency should be registered with Labour Dept., Government of Odisha /Central Govt, holding a valid license under the latest Contract Labour (Regulation & Abolition) Act for engaging a **minimum of 50 employees** and should be having valid ESI, EPF Code No., PAN No., GST No. etc. All statutory requirements, as stated above & as applicable should be fulfilled.
3. The agency should have a minimum annual turnover of Rs.1.00 Crore, during each of the last three years and should not have made a loss in any of these years. It should have a **workforce of at least twenty-five or more per shift for one client** and should have a minimum experience of 10 years in House Keeping agency business in large Govt. Organization/Multi-National Companies /National Labs/ PSUs/ Nationalised Banks, etc.
4. The agency should be capable of providing a solvency certificate for a minimum value for Rs. 10 lakhs.
5. **The tender along with Earnest Money Deposit of Rs. 30,000/- (Rupees Thirty Thousand only) in the form of Demand Draft drawn in favour of the “Biju Patanaik National Steel Institute” and addressed to the “Director, BPNSI, 271, Vidyut Marg, Ispat Bhawan,Unit-IV,Shastri Nagar, Bhubaneswar-752001” may be submitted so as to reach the office of BPNSI latest by 11.00 a.m. on 06.03.2026.** Conditional tenders and tenders without EMD will be summarily rejected.
6. Tenders not accompanied by EMD shall be summarily rejected. The EMD will be refunded to the unsuccessful tenderers without any interest in due course after finalisation of the tender process.
7. The earnest money of successful tenderer will be forfeited if he does not fulfil any of the following conditions:
  - a) Furnishing of security deposit of **@ 10% of the annual contract value** by means of a bank draft favouring "Biju Patanaik National Steel Institute " within 10 days of the receipt of the letter awarding the contract. This security deposit amount shall not earn any interest thereon. The security deposit shall be returned to the contractor on the expiry of the **contract** period on furnishing the usual clearance/No Demand Certificate.
  - b) Execution of the agreement within 10 days of the receipt of the award letter.
  - c) Commencement of work within 10 days of the signing of agreement and furnishing of security deposit.
  - d) To comply with all the terms & conditions of the award letter and agreement.
8. The rate(s) quoted by the tenderer should be all inclusive. The tenderer must quote the monthly rate in figure as well as in words. The amount of each item should be worked out and the total provided. The rates quoted should be on the basis of seven days a week (including non-working days) as per **requirement of BPNSI.**

9. Only those tenderers /contractors who meet all the guidelines and terms & conditions in all respects should submit their tender(s).
10. The BPNSI reserves the right to reject all or any of the tenders or to accept any tender either in whole or in part without assigning any reason whatsoever and to annul the bidding process at any time prior to award of contract without assigning any reason thereof.
11. Canvassing in any form by the Tenderer will lead to summary rejection of his tender.
12. Details of employees of BPNSI related to the Tenderer, if any, should be furnished in a separate sheet.
13. All pages of the tender document must be signed by the authorized signatory and the power of attorney holder, a copy of the document granting Power of Attorney, in favour of the authorized signatory should be enclosed. Conditional tenders will be rejected

### **JOB DESCRIPTION**

#### **1. Sweeping & Cleaning of Floors:**

- 1.1 Carpet area and open area (including open Terrace) should be swept and garbage removed daily. The sweeping and cleaning is not limited to one time per day but should be done whenever necessary during daytimes to keep the premises clean and tidy.
- 1.2 Removing of waste papers etc., from dust bins in all sections / units should be done twice daily.
- 1.3 Mopping of floors of the buildings should be carried out at least once in a week where there is cement / mosaic flooring.
- 1.4 In Officers' chambers and other sections, switch rooms, computer rooms and in areas where there is PVC / Tiled flooring, mopping should be carried out daily.
- 1.5 Liquid Scented Phenyle of good quality should be used for Mopping Work.

#### **2. Cleaning of Ceiling, Walls and Electrical Fittings:**

- 2.1 Removing of cob-webs on ceiling and walls should be done once in a week.
- 2.2 Internal wooden / plywood partitions should be cleaned once in a fortnight
- 2.3 Doors and glass panes on windows should be cleaned daily and should be cleaned with soap oil, etc., once in a fortnight
- 2.4 Electrical fittings like Fans, Tube lights, Air-conditioners etc. should be cleaned once in a week.

#### **3. Scavenging & Cleaning**

- 3.1 Toilets and urinals should be cleaned as frequently as necessary and not less than three times daily, using necessary implements and Liquid Scented Phenyle of good quality.
- 3.2 Cleaning of toilets, wash basins and urinals using acid and stain-remover, should be done twice in a week.
- 3.3 Bathrooms should be cleaned daily using soap oil and Liquid Scented Phenyle of good quality.
- 3.4 Naphthalene balls and Deodorant / Air freshener materials should be kept regularly in toilets, urinals and bathrooms
- 3.5 Blocks, if any, in the Sewer system, man-holes etc., inside the premises of **BPNSI** should be attended by the Contractor with required equipments at his cost and on urgent basis.

**4. Storing of Drinking Water**

- 4.1. Drinking Water should be collected from the identified points and stores in the containers kept in various places of buildings.
- 4.2. Drinking Water containers, water coolers, water jugs, flasks, glass tumblers, crockeries etc., should be washed and cleaned daily. Such work should be completed before 09:30 a.m. on each working day.
- 4.3. Daily washing of the above vessels / utensils should be done with dish washing agents of good quality.
- 4.4. Drinking water, R.O. System and over-head tanks should be washed and cleaned once in a month using bleaching powder of good quality. Such work should be completed on holidays only (i.e. Saturday or Sundays).

**5. I – Security**

- a) Round the clock (day & night) guarding the Institute's Complex including all building structures, equipments, goods/materials stored therein by the security guards.
- b) Round the clock patrolling inside the Complex.
- c) Regulate the points of entry and exit in the Complex in order to prevent entry of unauthorized persons, vehicles and unauthorized removal of any articles from the premises of the Complex.
- d) The jobs/duties listed/mentioned above are illustrative in nature and not exhaustive. The agency would be responsible for the security and safety of the property of the Institute within the Complex and its surroundings.

Deployment of security personnel at various locations in and around the Institute's complex would be decided in consultation with the Director, BPNSI or any of his representative of the Institute as may be decided by him. The Security Personnel deployed at various points would be rotated from time to time, if required. In case of suspicion on any of the Security Staff, as per recommendations of the Institute, the security staff would be removed and debarred from entering the premises of the Institute.

**6. Arranging the duties of the workmen:**

The contractor should arrange the duties of his workmen in such a way so that the entire cleanliness work is completed by 9.00 A.M. on all the working days and the cleanliness persons are available during the working hours. They will ensure proper hygienic conditions in the toilets after interval of two hours. The security related work will be maintained on the institute premises **24/7**, including weekends and all public holidays.

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**TERMS AND CONDITIONS**

- (1) The contract is awarded initially for 12 months. The term of the contract may be extendable on satisfactory performance.
- (2) The persons deployed by the Agency should not have any adverse Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will got verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the BPNSI
- (3) The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness.
- (4) The Service Provider shall withdraw such employees who are not found suitable by the BPNSI for any reasons immediately on receipt of such a request from BPNSI.
- (5) The service provider shall engage necessary persons as required by the BPNSI from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month. The Company/Firm/Agency will provide proof of receipt of wages by the workers before the end of each month. There is no Master & Servant relationship between the employees of the service provider and BPNSI and further that the said persons of the service provider shall not claim any absorption in the BPNSI, on any ground whatsoever.
- (6) The service provider's personnel's shall not claim any benefit/compensation/absorption/regularization of services from/in BPNSI under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to the BPNSI.
- (7) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative /organizational matters as all these matters are of confidential/secret nature.
- (8) The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of BPNSI. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by the Agency.
- (9) The contract awarded is not transferable.
- (10) This award of work contract will not confer any right for regular appointment in BPNSI.

- (11) It is purely a work contract based on the principals of “Laws of contracts”. The BPNSI reserves the Right to reduce or extend the periodicity of the contract without assigning any reason thereof and the decision of the BPNSI will be final.
- (12) The payment for performing/executing stipulated contractual work be made on monthly basis on submission of bill in duplicate by the Contract with Advance stamped receipt.
- (13) Payment will be made to the company/firm through RTGS only.
- (14) Income Tax at prescribed rate, will be deducted at source, from the monthly payment of the bills unless Tax Exemption Certificate from Income Tax Authorities are produced.
- (15) The cleaning material will be supplied by the BPNSI.
- (16) That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund Act, ESI Act, etc. and the BPNSI shall not incur any liability of the service provider for any expenditure whatsoever on the persons employed by the agency on account of any such statutory obligation. The agency will have to provide particulars of EPF, ESI of its employees engaged in the BPNSI, on monthly basis, along with bill submitted by them.
- (17) Rate quoted is applicable for the whole months including **Holidays**/Sundays.
- (18) The Security Deposit amounting to **@ 10% of the annual contract value** will have to be deposited by the Firm/Company before taking the house keeping contract. This amount will not earn any interest thereon.
- (19) The Security Deposit shall be returned to the contractor on the expiry of the contract period on furnishing the usual clearances/ No Demand Certificate.
- (20) The Contractor if refuses to continue the work at any stage before the expiry of contract period, will result to forfeit his Security Deposit.
- (21) In case the services are not found satisfactory, the contract may be terminated by BPNSI at any time during the contract period without any prior notice and without assigning any reasons whatsoever.
- (22) In case of failure to execute the work to the fullest satisfaction of the BPNSI, a penalty of 1/% per day on the amount of monthly bill of the BPNSI will be levied as penalty.

- (23) In case, if the work is at all not carried out, disallowance at the rate of 4% per day of the amount of the monthly bill (limited to 100%) will be levied as penalty.
- (24) The agency shall disburse the salary of the workers before 7th of the succeeding months.
- (25) The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement, then one month's wages etc and any amount due to the agency from **the BPNSI shall be forfeited by the BPNSI.**
- (26) The agency shall provide housekeeping services at site by engaging and deploying number of personnel who should start the cleaning work at 8.00 a.m every day and complete the job by 9.30 p.m and provide other housekeeping work till 6.00 p.m. The service are to be provided for all working days. The Security services will be maintained on the institute premises **24/7**, including weekends and all public holidays

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<b>Sl. No.</b>	<b>Particulars</b>	<b>To be filled in by the Tender</b>
1	Name of the Agency	
2	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed.)	
6	PAN ( copy to be enclosed)	
7	GST Registration Number (copy to be enclosed)	
7A	Registration/Licence No. under Contract Labor (Regulation & Abolition) Act, 1970	
8	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If no, an undertaking to this effect is to attached in this regard.)	
9	Length of experience in the field	
10	Experience in dealing with Govt. Departments (Indicate the names of the Departments and years of dealing with those Departments and attach copies of contracts orders placed on the agency.)	
11	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance of the same, is attached.	
12	Whether agency profile is attached?	
13	List of other clients	

**(Signature)  
with date**

**FINANCIAL BID**

**For providing Manpower to the Biju Patnaik National Steel  
Institute(BPNSI)**

**Name of Tendering Company / Firm /Agency** \_\_\_\_\_

**EMD : Rs.** \_\_\_\_\_ **D.D. No.** \_\_\_\_\_ **Dated :** \_\_\_\_\_

**Name of Bank / Branch :** \_\_\_\_\_

S. No.	Post	Daily wage rates as prescribed by Govt. of Odisha (Basic minimum wage)	EPF	ESI	GST	Any other statutory liability	Contractors (Admn./ Service Charges)	Over time (OTA)	Total
1.	<b><u>Unskilled</u></b> • Housekeeper • Security Guard								
2.	Security Supervisor								

**NOTES :**

1. Rates quoted should be equal to or more than the minimum wages prescribed under Minimum Wages Act., 1948 as applicable in Odisha.
2. If the rates of any post quoted are less than the minimum wages as prescribed by Govt. of Odisha, entire tender will be rejected.
3. Contractor's Administration/Service Charges cannot be "NIL" or "Zero. If the Admin/Service charges found to be NIL or Zero, the tender will be rejected.
4. If any of the statutory liability not included above, the tender will be rejected.