

**MINUTES OF THE PRE-BID TECHNICAL COMMITTEE MEETING HELD AT DPO BHADRAK ON. 06.07.2026 at 01.00 PM TO FINALISE BID SPECIFICATION OF CLEANING, SWEEPING, SANITATION AND DISINFECTION SERVICE OUTCOME BASED FOR VARIOUS POLICE POSTS, OFFICE AND BARRACKS OF BHADRAK DISTRICT DURING THE FINANCIAL YEAR-2026-27 AND 2027-28.**

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In pursuance to State Police Headquarters, letter no.2490/Supply, dtd.20.01.2026 and 39536/Supply, dtd- 20.08.2025 the District level Pre-Bid Technical Committee meeting was convened to finalize/ fix the technical Specifications and scope of works for outsourcing the cleaning, Sweeping & sanitation of the **Office of the Superintendent of Police (DPO), Reserve Police Office, SDPO/City DSP Offices, Home Guard Office, ODRAF Office, DIB Bhadrak, 04 numbers of Police Barrack, Dog Squad, DFSL ,GYM & Guest House etc. in Bhadrak Dist.** for the financial year 2026-27 and 2027-28.

**Manpower for Cleaning and Sweeping Service for 11 numbers of Police Stations (Dhamnagar, Dhusuri, Bonth, Punurabazar, Dhamara, Bhadrak Town, Sabaranga, Tihidi, Chandbali, Bhadrak Rural and Pirahat PS) in Bhadrak Dist. is enclosed in separate sheet (Page No.01 to 30).**

The members of the committee mentioned below attended the above meeting physically.

Proceeding No.	01
Date of Pre-Bid Technical Committee Meeting.	06.07.2026
Cleaning, Sweeping, Sanitation and disinfection service- Outcome based.	Office of the Superintendent of Police (DPO), Reserve Police Office, Armoury, SDPO/City DSP Offices, Home Guard Office, ODRAF Office, DIB Bhadrak, 04 numbers of Police Barrack, Dog Squad, DFSL ,GYM & Guest House etc.
Budget Head	State Grant Budget (Out Sourcing)
Chairman & Member of the Pre-bid Technical Committee	Superintendent of Police, Bhadrak:- Chairman Dy S.P, Hdqrs. Bhadrak:- Member Convener. District Treasury Officer, Bhadrak:- Member

Then the committee, after due deliberation with the technical experts present in the meeting finalized the technical specifications/scope of works to outsource the cleaning & sanitation. Scope of works, eligibility, terms and conditions of bid to be included in Bids to meet the basic need of the organization's cleaning service without including superfluous and nonessential features & without any ambiguity in scope of work/ specifications of the required services, based on the national technical regulations or recognized national standards wherever such standards exist.

One or more rounds of pre-bid conference. The committee also suggested that a suitable provision for one or more rounds of pre-bid conference for clarifying issues and clearing doubts, if any, about the specification and other allied technical details of equipment etc., may be kept in bidding documents.

### **SCOPE OF SERVICES**

1. The scope of work of Cleaning Sanitation and Disinfection services comprise of a series of activities, including but not restricted to sweeping wet cleaning, steam cleaning and such other activities as may be necessary to maintain acceptable standards of cleanliness within a defined set of premises.
2. The scope of the service requires the Service Provider to provide manpower and resources for the premises as specified by the Buyer for the purposes of Cleaning, Sanitation and Disinfection. The successful bidder will have to undertake general sweeping, cleaning, mopping, dusting and maintenance of all floors, Corridors, windows and staircases, toilets and bathrooms etc.
3. The bidder will undertake sweeping, cleaning, brooming and garbage collection of outside area (other than building) on daily basis to keep the area hygienic and tidy. Intensive cleaning of the floor, toilet and bathrooms shall be undertaken every day.
4. The area wise details of cleaning, sanitation & Disinfection service of various office/posts of Superintendent of Police, Bhadrak are as follows.

Name of the Office/post	Room	Varanda	Toilet	Staircase	Periphery	Garage/Store	Portico	Black top Road	Lawn	Grand Total (in Sq. mtrs.)
Office of the Superintendent of Police, Bhadrak (DPO)	744.69	260.13	61.59	20.81	96	105.35	16.72	350	366	2021.29
Reserve Police, Office Bhadrak	940.36	148.64	27.87	7.43	306	-	46.82			1477.12
SDPO Office Basudebpur	110.	20.	10		200		100			440
SDPO Office Dhamnagar	130	20.	20		210		90.			470
SDPO Office Chandabali	130	30	20		180		110			470
City DSP Office, Bhadrak	150	20	10		180		100			460
Armoury	70	10	10		50		100			240
Guest House	110	30	20		150		100			410
ODRAF Office	111.48	45.33	7.43	11.14	380.53	371.61	-	-		927.52
Home Guard Office	53.88	83.61	7.8	-	-	72.83	-	-	371.61	1089.73
04 Nos. Barrack	5254.94	297.28	397.62	492.38	-	-	166.84			6609.06
DIB, Bhadrak	226.29	66.89	20.9	-	-	25.08	-	-		339.16
DOG Squad	67.63	4.18	-	-	-	-	-	-	-	71.81
DFSL	63.73	8.36	08.08	-	-	2.32				82.49
GYM	134.60	-	7.50	-	-	-	-	-		142.1
<b>Total</b>	<b>8797.6</b>	<b>1044.42</b>	<b>628.79</b>	<b>531.76</b>	<b>1752.53</b>	<b>577.19</b>	<b>830.38</b>	<b>350</b>	<b>737.61</b>	<b>15250.28</b>

### Requirement of Cleaning Material,

(I) Requirement of cleaning material id indicated.

Sl No.	Scale of cleaning material (monthly basis)	Requirment
01	Floor Cleaner	1.5 ltrs/100 sq. mtrs of floor area
02	Phenyl (Raw)	1 ltrs per toilet per month
03	Toilet cleaning liquid	1 ltrs per toilet per month
04	Air freshener	1 no. per toilet per month
05	Naphthalene	100 gms per toilet per month
06	Harpic	10 bottles
07	Urinal tubes	½ packet per toilet per month
08	Disinfectants	1 ltr per month
09	Toilet paper	1 bundle per toilet

10	Hand wash	500 ml per toilet per month
11	Room Freshener	180 ml per toilet per month
12	Mosquito repellent liquid with Machine	100 PC machine with liquid
13	Kala Hit	25 pcs per month

**Requirement of cleaning equipment.**

Sl No.	Equipment(The following articles are required every two months)
1.	Mop (wet & dry)
2.	Wiper
3.	Cloth duster
4.	Hard Broom
5.	Soft Broom
6.	Toilet Brush
7.	Basin Brush
8.	Bucket for cleaner
9.	Mug for cleaner
10.	Water selling machine (pressure pump)
11.	Spray

**Bid Estimated Value**

Area Type	No. of Cycle	Area	Frequency	Approx. Rate	Cost	Cost including service charge @ 3.85%	Cost including service charges & GST 18%
Room	720	8797.6	1	0.2	1266854.40	1315628.29	1552441.38
Varanda	720	1044.42	1	0.2	150396.48	156186.74	184300.35
Toilet	720	628.79	1	0.2	90545.76	94031.77	110957.49
Staircase	720	531.76	1	0.2	76551.84	79498.09	93807.74
Periphery	720	1752.53	1	0.2	252364.80	262081.85	309256.58
Garage/ Store	720	577.19	1	0.2	83115.36	86315.30	101851.05
Portico	720	830.38	1	0.2	119574.72	124178.35	146530.45
Lawn	720	737.61	1	0.2	106215.84	110305.15	130159.08
Black Top Road	720	350	1	0.2	50400.00	52340.00	61781.67
<b>Total</b>	<b>720</b>	<b>15250.28</b>			<b>2196019.20</b>	<b>2280565.94</b>	<b>2691067.81</b>

Name of the Office/post	Room	Varandah	Toilet	Staircase	Periphery	Garage / Store	Portico	Black top Road	Lawn	Grand Total (in Sq. mtrs.)
Office of the Superintendent of Police, Baleshwar (DPO)	544.69	260.13	61.59	20.81	96	105.35	16.72	450	366	1921.29
Reserve Police, Office Baleshwar	440.36	148.64	27.87	7.43	306	-	46.82			977.12
ODRAF Office	111.48	45.33	7.43	11.14	380.53	371.61	-	-		927.52
Home Guard Office	53.88	83.61	7.8	-	-	72.83	-	-	371.61	589.73
08 Nos. Barrack	4254.94	297.28	397.62	492.38	-	-	166.84			5609.06
DIB, Baleshwar	226.29	66.89	20.9	-	-	25.08	-			339.16
Police Hospital	124.86	124.49	18.39	-	-	-	27.87	-	-	295.61
SP Res	327.39	30.65	85.47	-	336	126.34	58.53	87.6	300	1351.98
DOG Squad	67.63	4.18	-	-	-	-	-	-	-	71.81
DFSL	63.73	8.36	08.08	-	-	2.32				82.49
GYM	134.60	-	7.50	-	-	-	-	-		142.1
<b>Total</b>	<b>6349.85</b>	<b>1069.56</b>	<b>642.65</b>	<b>531.76</b>	<b>1118.53</b>	<b>703.53</b>	<b>316.78</b>	<b>537.6</b>	<b>1037.61</b>	<b>12307.87</b>

Area Type	No. of Cycle	Area	Frequency	Approx. Rate	Cost	Cost including service charge @ 3.85%	Cost including service charges & GST 18%
Room	720	6349.85	1	0.2	914378.4	949581.96	1120506.72
Varanda	720	1069.56	1	0.2	154016.64	159946.28	188736.61
Toilet	720	642.65	1	0.2	92541.6	96104.45	113403.25
Staircase	720	531.76	1	0.2	76573.44	79521.51	93835.39
Periphery	720	1118.53	1	0.2	161068.32	167269.45	197377.95
Garage/ Store	720	703.53	1	0.2	101308.32	105208.69	124146.25
Portico	720	316.78	1	0.2	45616.32	47372.54	55899.60
Black top Road	720	537.6	1	0.2	77414.4	80394.85	94865.92
Lawn	720	1037.61	1	0.2	149415.84	155168.34	183098.65
<b>Total</b>	<b>720</b>	<b>12307.87</b>			<b>1772333.28</b>	<b>1840568.07</b>	<b>2171870.34</b>

## **PAYMENT TERMS,**

1. Advance payment will not be allowed.
2. Payment to the selected agency would be made on a monthly basis.
3. On completion of a month, the agency would submit an invoice in triplicate with supporting documents, if any, to the BUYER for payment. After completion of the due procedures, by the BUYER, payment will be made by electronic transfer of funds to the bank account of the agency concerned in Indian Currency.
4. Taxes/GST as applicable will be paid on actual.
5. For facilitating the Electronic Transfer of funds, the selected agency will be required to indicate the name of the Bank & Branch, account no, (ie, bank name, IFSC Code and Bank Alc No.) and also forward a cheque leaf duly canceled to verify the details furnished. These details should also be furnished on the body of every bill submitted for payments by the agency.
6. EPF and ESI will be as per Govt. notified rate on the minimum remuneration.
7. With reference to the OM No.F.6/1/2023-PPD dated 06.01.2023, from Dept. of Expenditure, the minimum service charges for the commission based Manpower Outsourcing services has been revised to 3.85%. Procuring entities can also fix the service charges above 3.85% with proper justification on file. Wherever required. However, such service charges should not exceed 7% in any case. (Not required).

## **ADDITIONAL OBLIGATION OF THE SERVICE PROVIDER.**

1. The agency will maintain a register in respect of cleaning and maintenance. The daily cleaning and maintenance work executed shall be recorded in the register. The entries in the register will be signed by the authorized supervisor of the service provider/contractor and authorized officer from S.P. Bhadrak. The agency shall maintain a cleaning register indicating consumable materials brought in and consumables issued for each cleaning session. It will also include manpower deployed and cleaning work executed for each cleaning session. Each entry of the register will be signed both by the supervisor of the agency and authorized officer of the S.P. Bhadrak.
2. A complaint register shall be maintained with appropriate columns including the complaint number, date, name and address of the complainant, description of the complaint, action taken by the service provider, date of closure of complaint & signoff from the complainant stating the date and complaint number..

3. The Service provider shall inspect the Complaint Register/ digital complaint management system every day and take prompt and reasonable action for redressal of each complaint. The action taken shall be briefly noted in the Complaint Register/ digital complaint management system and the Service provider shall send a reply stating the e particulars thereof to the Complainant under a certificate of posting.

4. Within 7 (seven) days of the close of each month, the Service provider shall send to the buyer organization a true photocopy each of all the pages of the Complaint Register/ soft copy report generated through digital complaint management t system on which any entry has been recorded during the course of such month.

5. The Agency should have E.P.F registration number and a valid labour license under section of the contract Labour (R & A) Act. 1970 and contract labour and a Central I Govt. Rules,1971) as applicable. Month wise detailed statement of wages paid to the employees including E.P.F/E.S.I deduction should be enclosed along with the monthly bill by the Agency and submitted to the designated Officer of the S.P., Bhadrak.

6. The assets and articles provided by the buyer shall be property of the Govt. and the serviceprovider shall be merely the custodians of such assets and articles. On termination of cleaningcontract, any such property shall be handed over to the department in proper working condition.

7. The buyer will provide electricity and water free of cost only for housekeeping purpose.

8. In the event of stoppage of service, may it due to the reason of strike declared by the Employees/ labour of the agency or be due to the effect of any strike or "BUNDH' called by any trade union/association, the agency shall be liable for risk and cost action in the same manner as per bid condition. Such stoppage shall not be considered as a ground of "Force Majure". Beside the service provider/agency shall be liable for termination of contract with consequential cost, compensation and damages, if the job is not resumed within 15 days of stoppage noticed.

9. The Firm/ Agency shall abide by all statutory and regulatory Acts of both Central Government and State Government.

10. The staff engaged by the Agency shall draw their remuneration from their Agency and will not claim any employment benefit from the buyer at any time. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify the buyer organization in the matter.

11. The firm, its supervisors, its employees and any other acting for the purpose of the agreement shall maintain strict confidentiality of the information belong to buyer organization that may have come into its their possession or knowledge in the course of the service rendered by them under this agreement. Such information shall not be diverted or disclosed to any other third party under

any circumstances. The firm shall not hold it out as associated with buyer organization in a manner other than for the purpose of rendering the service under this agreement.

12. In case of breach of agreement by the Service Provider, the buyer organization shall have a right of lien over all the properties of the firm lying in its premises in addition to other remedies like forfeiture of security deposit, legal action for recovery of money and buyer organization shall be at liberty to terminate the agreement.

13. Odisha based Service Provider will be eligible to participate in the bid.

14. The bidder must have GST registration in the state of Odisha.

15. The bidders, certified by Chartered Accountants with UDIN numbers should furnish the annual turnover and average annual turnover of last 3 year

**16. The contract period will be 2 years subject to renewal.**

17. Availability of office of the service provider: An office of the Service Provider must be located in the state of Consignee. Documentary Evidence to be submitted.

18. Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledge.

19. Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking to this effect with bid.

20. Bidder's offer is liable to be rejected if they don't upload any of the certificates/documents sought in the Bid document, ATC and Corrigendum if any.

21. **Malicious Code Certificate:** The seller should unload following certificate in the bid: (a) this is to certify that the Hardware and the Software being offered, as part of the contract, does not contain Embedded Malicious code that would activate procedures to: (i) Inhibit the desires and designed function of the equipment. (ii) Cause physical damage to the user or equipment during the exploitation. (ii) Tap information resident or transient in the equipment/network. (b) The firm will be considered to be in breach of the procurement contract, in case physical damage, loss of information or infringements related to copyright and Intellectual Property Right (IPRS) are caused due to activation of any such malicious code in embedded software.

22. **OPTION CLAUSE:** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly

23. **PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries/ wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Byer along with all statutory documents like. PF, ESIC etc. as well as the bank statement of payment done to staff.

24. **Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:

a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.

b. Execution certificate by client with contract value.

c. Any other document in support of contract execution like Third Party Inspection release note, etc.

25. Successful Bidder can submit the Performance Security in the form of electronic performance bank guarantee pledged in the name of AIG of Police (Provisioning) Odisha, Cuttack A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee.

26. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer. **2.** The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer. **3.** The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

27. The Service Provider is required to have at least 30% of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

28. The contract period will be two years, with renewal subject to annual review based on the satisfactory performance of the service provider.


29. **Jurisdiction:** - All disputes arising out of this bid will be subject to the jurisdiction of courts of law in Bhadrak, Odisha. The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

30. Remuneration would be applicable as per Govt. rate and revised by the Labour Department from time to time.

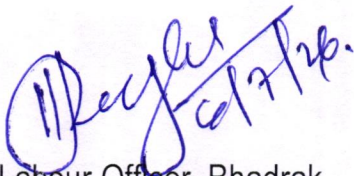
33. Integrity pact format to be submit in bid.

The above Scope of work and additional obligation of service provider will be applicable over and above the Service Level Agreement.

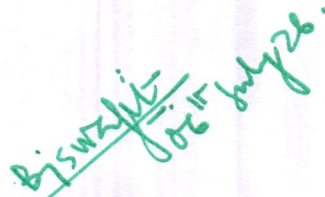
The meeting Concluded with a vote of thanks to the chair.

  
16.7.26

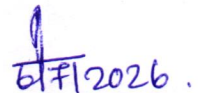
Superintendent of Police, Bhadrak.  
Chairman

  
16/7/26.

District Labour Officer, Bhadrak,  
Member

  
16/7/26.

District Treasury Officer, Bhadrak,  
Member

  
16/7/2026.

Dy. SP, Hdqrs. Bhadrak,  
Member Convener