



ଓଡ଼ିଶା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ଓ ବିପଣନ ସମିତି  
ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର  
**Odisha Rural Development & Marketing Society**  
*creating competence and values in rural Odisha*  
Panchayati Raj and DW Department, Government of Odisha

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Letter No. 2751 /  
ADMN/77/2018

Date 22/12/18

**CORRIGENDUM**

With reference to the Tender Call Notice No.2629 dated 07.12.2018 published on 08.12.2018 in the esteemed daily Newspaper "The Samaj" for selection of firms for providing service of different personnel on outsourcing basis to ORMAS. The following modifications have been made in the Tender Paper.

1. Section – III, Page No.8, Sl. No.1: The bidder must have Company/ Proprietor/ Firm registered under the Indian Companies Act, 1956 and be in similar kind of business for at least 5 years as on last date of submission of bid.
2. Section – X, Page No.24 :

S No.	Name of the Post	Nos of Post	Age Limit	Maximum remuneration Per month	Minimum Qualification and Experience	Job Description
3.	Office Attendants Semi skilled wages with VDA	02	Not less than 18 years and maximum upto 40 years	The bidder should quote the remuneration as per the Gazette Notification S.R.O. No.431/2018 dated 30.10.2018	1. Minimum 10th Pass.	<ul style="list-style-type: none"><li>• They will be distributed to the respective officers and Section of ORMAS.</li><li>• Their performance will be reviewed by the Dy. Director (Admin).</li><li>• Any other work as and when assigned by the Authority.</li></ul>
4.	Sweeper-cum-Cleaner un skilled wages with VDA	02	Not less than 18 years and maximum upto 40 years	The bidder should quote the remuneration as per the Gazette Notification S.R.O. No.431/2018 dated 30.10.2018	8 <sup>th</sup> pass	<ul style="list-style-type: none"><li>• Their performance will be reviewed by the Dy. Director (Admin).</li><li>• Activities: Cleaning, sweeping, moping and wiping of floors, staircase on daily basis from Monday to Saturday or as</li></ul>



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						<p>required by Officer-In-charge. Cleaning activity shall start in the morning at 8.00 AM so as to complete all the dusting/ cleaning/ moping work before 9.30 AM. The persons deployed shall be required to report for work at 8.00 AM and would leave office at 6.00 P.M. and may also be required to work beyond 6.00 PM for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.</p> <ul style="list-style-type: none"><li>• Interval moping to be done at reception floor and other floors during office hours (9.30 AM to 5.00PM)</li><li>• Thorough cleaning of all toilets using required</li></ul>
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						<p>detergent by putting naphthalene balls and air purifier in all urinals, wash basins.</p> <ul style="list-style-type: none"><li>• Cleaning of general toilets at least thrice daily (at 8.30 AM, 12.00 Noon &amp; 3.30 PM) with phenol and detergent etc and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals are to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular interval every day.</li><li>• Cleaning of attached toilets with phenol, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day.</li><li>• Cleaning of corridors staircases and common area</li></ul>
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						<p>with phenol in the morning and with plain water.</p> <ul style="list-style-type: none"><li>• Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.</li><li>• To clean glass panes on doors, windows &amp; partitions with soap/ cleaning agent.</li><li>• Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.</li><li>• Lifting, carrying and disposing the dead bird's animals, rats, insect's etc. if found in and around the office building.</li><li>• Cleaning and sweeping of open area including balconies and roof tops with brooms.</li></ul>
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*[Signature]*  
22/12/18  
Executive Director

CC - To website of ORMAS for information.