

DISTRICT PROJECT OFFICE : SAMAGRA SHIKHYA, ANGUL

Letter No. 5890/SA Date : 17/12/18

OPEN TENDER CALL NOTICE

Sealed tenders are invited from registered Manpower Service Provider having valid EPF, ESI, PAN & GST Registration Number for engagement of 08 no Data Entry Operators [DEO]. The tender paper containing detailed scope of work along with terms and conditions hosted at www.opepa.in & www.anugul.nic.in . Last date of receipt of the tender papers is 10/01/2019.

The authority reserves the right to cancel all or any/part of the tender without assigning any reason thereof.

By Order of the Collector-cum-Chairman

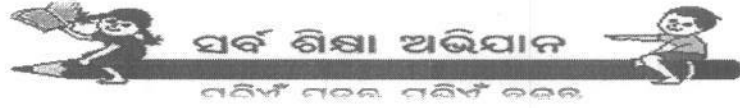
10/14/12/18
District Project Coordinator
Samagra Shikhya, Angul

✓ Memo No. 5891 / dt. 17/12/18

Copy to The District Correspondence [The Pranamaya

The Dhatoee], / District Information Officer, NIC, Angul / Addl Director (General) OPEPA, Bhubaneswar with request to Publish the advertisement for wide publication.

10/14/12/18
District Project Coordinator
Samagra Shikhya, Angul



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TENDER DOCUMENTS

FOR

**SELECTION OF MANPOWER SERVICE
PROVIDER FOR BEO OFFICE**

**DISTRICT PROJECT OFFICE
SAMAGRA SHIKHYA, ANGUL**

TENDER DOCUMENT

For providing Services of Data Entry Operators
to 08 BEO OFFICE ANGUL DISTRICT
by a Private Manpower Service Provider

- (a) Period for issue of Tender Document : 20/12/2018 to 10/01/2019
- (b) Date and time for submission of Tender Document : By 10/01/2019 up to 3 PM
- (c) Date and time and venue for opening of
(i) Technical Bids : 11/01/2019 at 11.30 AM
(ii) Financial Bids of eligible Bidders : 11/01/2019 at 12.30 PM

Venue: Office Chamber of DPC, Samagra Shikhya, Angul

- (d) Likely date for commencement of deployment of required manpower : 1st ~~April~~ 2019 (FN)


District Project Co-ordinator
S.S.A., ANGUL

Contents of Tender Documents

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SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. The District Project Office, SSA, Angul requires the service of reputed, well established and financially sound Manpower Service Providers to provide services of 08 number of Data Entry Operators (DEO) @ 1 per BEO Office having Graduation with PGDCA qualification on contract basis for day to day official work under SSA Programme.
2. The contract of providing the aforesaid manpower is likely to commence from February 2019 and would continue till March 2020 . The period of the contract may be further extended beyond March 2020 provided the requirement of the SSA, Angul for manpower persists at that time or may be curtailed / terminated before March 2020 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the SSA Angul requirements. The SSA Angul however, reserves right to terminate this initial contract at any time after giving 15 days notice to the selected Service Provider.
3. The District Project Office, SSA, Angul has tentative requirement of 01(one) Data Entry Operator for each Block Office. The total requirement of DEO is 08 nos, under SSA Programme which may increase / decrease.
4. The estimated cost of the contract is Rs. 12,00,000/- (Rupees twelve lakh) only.
5. The interested Manpower Service Providers may submit the tender document complete in all respects along with EMD of Rs.24000/- and other requisite documents by 3.00 P.M of 10/01/2019 at District Project Office, SSA Angul by registered post/speed post only.
6. The various crucial dates relating to "Tender for providing manpower Services to District Project Office, SSA, Angul are indicated here under:
 - (a) Period of issue of Tender document :- **20/12/2018 to 10/01/2019**
 - (b) Date and time for submission of the Tender documents by speed post/ Registered post up to **3 PM of 10/01/2019**
 - (c) Date and time for opening of
 - (i) Technical Bid : 11/01/2019 , **11.30 AM**
 - (ii) Financial Bids of eligible Tenders : 11/01/2019, **12.30 PM**And selection
 - (d) Likely date for commencement of Deployment of required manpower : **1st April, 2019 F.N.**
7. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing **"Technical Bid for Providing Manpower Services to District Project Office, SSA Angul"** under SSA Programme and **"Financial Bid for Providing Manpower Services to District Project Office, SSA Angul "** under SSA Programme Both sealed envelopes should be

kept in a third sealed envelope super scribing "**Tender for Providing Manpower Services to District Project Office, SSA Angul** under SSA Programme.

8. The Earnest Money Deposit (EMD) of **Rs.24000/- (Rupees twenty-four thousand)** only, refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft / T.D.R of any Nationalized bank pledged in favour of District Project Coordinator, SSA, Angul payable at Angul, failing which the tender shall be rejected summarily.
9. The successful Tenderer will have to deposit a performance security deposit of Rs. **60000/- (rupees sixty Thousand)** only in form of Bank guarantee from only Nationalized Bank in favour of DPC,SSA, Angul covering the period of contact. In case the contract is further extended beyond the initial period the Bank guarantee will have to be accordingly renewed by the successful tenderers.
10. The tendering Manpower Service providers are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the Central Government) / any Gazetted Officer not below the rank of Sub-Collector of the State Governments, along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered any further:
 - (a) Registration certificate of the applicant's organization.
 - (b) Copy of PAN / GIR card;
 - (c) Copy of the IT return files for the last three financial years
 - (d) Copies of EPF and ESI certificates.
 - (e) Copy of the GST Registration certificate;
 - (f) Certified extracts of the Bank Account containing transactions during last three years.
11. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
12. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids.
13. The Technical bids shall be opened on the scheduled date and time at 11.30 AM on 11/01/2019 in the Office Chamber of DPC, SSA, Angul in the presence of the representatives of the Manpower Service providers, if any, who wish to be present on the spot at that time.
14. The Financial Bid of only those tenderers will be opened whose Technical bids are found in order. The Financial bids shall be opened 12.30 PM on 11/01/2019 in the Office Chamber of DPC, SSA, Angul in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
15. Manpower continuing on outsourcings basis by previous agency/service provider will continue as such save & except any irregularities/disobedience found in their case or by the recommendation of the authority utilizing the services of such outsourced manpower.

16. Zero service charges or negligible amount of service charges bid by the intending bidder/service provider will not be considered. Service charges must be included statutory dues if any with proper justification.
17. Cost of Tender paper for Rs.1000/- in shape of DD in favour of DPC, SSA, Angul payable at Angul must be attached drawn on or before 10/01/2019 in case of the Tenderers who downloaded from the Website also.
18. The Competent Authority of the District Project Office, SSA, Angul reserves the right to cancel all bids without assigning any reason.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specification.
 - a. They should be registered with the appropriate registration authority.
 - b. They should have at least three years' experience in providing manpower to Government Departments / Public Sector Companies / Banks, etc.
 - c. They should have their own Bank Account;
 - d. They should be registered with Income Tax and GST on Service Tax Department.
 - e. They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - f. They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.
 - g. Single contract for Manpower Service is above Rs. 12 Lakhs.
 - h. Execution of contracts of similar type during preceding 3 years of value equal or more than 60% of the estimated cost of the present contract.



**District Project Co-ordinator
S.S.A., ANGUL**

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED
BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE BLOCK
EDUCATION OFFICE (BEO), UNDER D.P.O, SSA, ANGUL DISTRICT**

1. She/ He should be above 21 years of age and not exceeding 42 years as on 01.04.2018.
2. The Minimum Educational Qualification for Data Entry Operator (DEO) will be Graduation in any discipline with PGDCA.
3. The Candidate shall be well conversant in computer and essentially well trained in MS Office and internet. He should also be proficient in other standard packages & applications.
4. The Candidate shall have working knowledge of English and Odia in both manually & computerized system.



**District Project Co-ordinator
S.S.A., ANGUL**

APPLICATION- TECHNICAL BID

For Providing Manpower Services to Block, of Angul District


1. Name of Tendering Manpower Service Provider: _____.
2. Details of Earnest Money Deposit: DD No. _____ date _____
of Rs.24000/- drawn on Bank _____.
3. Name of Proprietor/ Partner / Director:
_____.
4. Full Address of Registered Office:

Telephone No. : _____ Fax No.: _____
E-Mail Address : _____
5. Full Address of Operating / Branch Office:

Telephone No. : _____ Fax No.: _____
E-Mail Address : _____
6. Name & Telephone No. of Authorized Officer /
Person to liaise with Field Office (s): _____

7. Banker of Manpower Service Provider (Attach certified copy of statement of
A/c for the last Three years):

Telephone Number of Banker:- _____
8. PAN/ GIR No. (Attach attest copy): _____
9. GST Registration No. (Attach attest copy): _____
10. E.P.F. Registration No. (Attach attest copy): _____
11. E.S.I. Registration No. (Attach attest copy): _____


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12. Financial Turnover of the tendering Manpower Service Provider for the last three Financial Years:

Financial Year	Amount (in lakhs)	Remarks, if any
2015 -16		
2016-17		
2017-18		

13. Additional information, if any (Attach Separate Sheet if space provided is insufficient):
14. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format.
(if the space provided is insufficient, a Separate Sheet may be attached)

SI No.	Name of Client address, Telephone & Fax No.	Manpower Service Provided		Amount of contract (Rs. in lakhs)	Duration of Contract	
		Type of manpower provided	No.		From	To

15. Additional information, if any (Attach Separate Sheet, if required):

Date:

Place:

Signature of Authorized Person

Name:

Seal :


District Project Co-ordinator
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Declaration

1. I, _____ Son/ Daughter/ Wife of Shri _____
Proprietor / Director/ Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.


Date:

Signature of Authorized Person

Place:

Name:

Seal :


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APPLICATION – FINANCIAL BID

For Providing Manpower Services to Block, SSA Angul

1. Name of Tendering Manpower Service Provider: _____
2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc:

Sl No.	Manpower Type	Monthly Rate per Data Entry Operator						
		Base Remuneration (in Rs.)	Employer's Contribution to EPF @13.% of Base Remuneration (in Rs.)	Employer's Contribution to ESI @4.75% of Base Remuneration (in Rs.)	Service Charges (in Rs.)	Total (in Rs.)	GST @ 18% (in Rs.)	Grand Total (in Rs.)
1.	Data Entry Operator (DEO)	8880.00						

Date:

Place:


Signature of Authorized Person

Name:

Seal :


Notes:

1. The total rates along with service charges, quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.


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TERMS CONDITIONS

1. The Agreement shall commence from _____.2019 and shall continue till _____.2019 unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc or change in requirements.
2. The Agreement shall automatically expire on _____2019 unless extended further by the mutual consent of the manpower service provider and the authority.
3. The Agreement may be extended, on the same terms and condition or with some additions/deletions/modification, for a further specific period mutually agreed upon by the manpower service provider and the Authority.
4. The manpower service provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The manpower service provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent state. In case any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the agreement.
6. The authority reserves the right to terminate the agreement during initial period also after giving 15days notice to the manpower service provider.
7. The person deployed shall be required to report for work at 10.00 AM in concerned Block Office and may also require to work beyond 5.00 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.
8. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the District Project Coordinator (DPC), SSA Angul, so that optimal services of the persons deployed could be availed without any disruption.


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9. The entire financial liability in respect of manpower service deploy in the BEO Office / DPO, SSA, Angul shall be that of the manpower service provider and the BEO Office or D.P.O concerned will in no way be liable. It will be the responsibility of the manpower service provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidences as may be required by the BEO Office or D.P.O, SSA, Angul.
10. The payment of remuneration to the manpower has to be through bank account only. No cash payment can be made to them.
11. For all intents and purposes, the manpower service provider shall be "employer" within the meaning of different rules and acts in respects of manpower so deployed. The person deployed by the manpower service provider shall not have any claim whatsoever like employer and employee relationship against the BEO Office or D.P.O, SSA, Angul.
12. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The BEO Office or DPC, SSA Angul shall, in no way be responsible for settlement of such issues whatsoever. In case the Grievance of the deployed person are not attended to by the manpower service provider the deployed person can place their grievance before a joint committee consisting of a representative of the D.P.C, SSA, Angul and authorize representative of the manpower service provider.
13. The BEO Office or DPO, SSA Angul shall be not be responsible for any financial loss or any injury to any person deployed by the manpower service provider in the course of their performing the functions/duties, or for payment towards any compensation.
14. The persons deployed by the manpower service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the Agreement.
15. In case of termination of this agreement in its expiry or otherwise the persons deployed by the manpower service provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.

16. The person deployed shall not claim any benefit or compensation or regularization of deployment with office under the provision of rules and acts. Undertaking from the person deployed to this effect shall be required to be submitted by the manpower service provider.
17. The manpower service provider must be registered with the concerned Govt. Authorities i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registered should be submitted. The manpower service provider shall comply with all the legal requirements for obtaining license under contract labour (regulations and abolition) act, 1970 if any at his own part and cost.
18. The manpower service provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the manpower service provider. The manpower service provider shall be responsible for contributions towards provident fund and employees state insurance, whatever applicable.
19. The person deployed by the manpower service provider should have good police records and no criminal case should be pending against them.
20. The person deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the BEO or office concerned. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed.

LEGAL

21. The person deployed shall during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this they shall be required to take oath of confidentiality and breach of this condition shall make the manpower service provider as well as the person deployed liable for penal action under the application laws besides, action for breach of contract.
22. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the BEO office or DPO

concerned. The BEO Office or DPO, SSA, Angul shall have no liabilities in this regard.

23. The manpower service provider shall also be liable for depositing all taxes levies, cess, etc. on account of service rendered by it to the Block Office under DPO concerned to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Attested Xerox copy of such documents shall be furnished to the BEO Office / DPO, SSA Angul.
24. The manpower service provider shall maintain all statutory registers under the law and shall produce the same on demand, to the authority of the BEO Office / DPO, SSA Angul or any other authority under law.
25. The tax deduction at source (T.D.S) shall be done as per the provision as per the income tax act/rule, as amended from time to time and certificate to this effect shall be provided by the BEO or DPO, SSA, Angul.

*** Note : - Registration/License under the Contract Labour (Regulation and Abolition) Act, 1970 is applicable to Manpower Service Provider employing more than 20 workmen.**

26. In case the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the BEO Office/ DPO, SSA Angul is put to any loss/obligation, monetary or otherwise, BEO Office / DPO, SSA Angul will be entailed to get itself reimbursed out of the outstanding bills or the performance security deposit of the manpower service provider to the extent to the loss or obligation in monetary terms.
27. The Agreement is liable to terminated because of non-performance deviation of terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues. The DPC, SSA Angul will have no liability towards non-payment of remuneration to the person employed by the manpower service provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the BEO Office or DPO concerned by the person deployed, the same will be recovered from the unpaid bills or adjusted from the security deposit.

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FINANCIAL

28. The technical bid should be accompanied with an earnest money deposit (EMD), refundable without interest, of **Rs.24000/-** (Rupees eighteen thousand) only in the form of demand draft/TDR of any Nationalized Bank pledged in favour of District Project Coordinator, SSA, Angul failing which the tender shall be rejected out rightly.
29. The earnest money deposit in respect of the agencies which do not qualify the technical bid (first state)/ financial bid (second competitive stage) shall be returned to them without any interest. In case of successful tendere/r, if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of place in the order, the EMD shall stand forfeited without giving any further notice.
30. The successful Tenderer will have to deposit a Security Deposit/Performance Security Deposit amounting of **Rs.60,000/- (Rupees sixty thousand)** only in the form of TDR/FDR made in the name of agency of any nationalized Bank pledged in favour of District Project Coordinator, SSA, Angul covering the period of contract. In case the contract is further extended beyond initial period the TDR/FDR will have to be accordingly renewed by the successful tenderer.
31. In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the manpower service provider shall be liable to be forfeited besides annulment of the agreement.
32. The manpower service provider shall raised the bill in triplicate along with attendance sheet duly verified by the BEO Office/ DPO, SSA Angul in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As per as possible the payment will be released by the second week of the succeeding month.
33. The claim in bills regarding employees state insurance, provident fund, service tax, etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill of the month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the BEO Office/ DPO, SSA Angul.

- 34.The amount of penalty calculated @Rs.100 per day on account of delay, if any in providing a suitable substitute for the period beyond three working days by manpower service provider shall be deducted from its monthly bills in the succeeding month.
- 35.The authority reserve the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
- 36.In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher Authority or controlling officer for his/her decision and the same shall be binding on all parties.
- 37.All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority/ DPC,SSA, Angul, who has executed the agreement, is located.
- 38.The successful bidder will enter into an agreement with DPC, SSA Angul for supply of suitable and qualified manpower as per requirement of BEO Office/ DPO,SSA, Angul on the above terms and condition.



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