

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, ANGUL**  
**(EMERGENCY SECTION)**



ଜିଲ୍ଲାପାଳ ଏବଂ ଜିଲ୍ଲାମାଜିଷ୍ଟ୍ରେଟ୍ କାର୍ଯ୍ୟାଳୟ, ଅନୁଗୋଳ  
(ଆପାତକାଳ ଉପବିଭାଗ)



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**TENDER DOCUMENT**

For providing Services of ERC Assistant to work at Emergency Response Centre of DEOC, Angul under the supervision of the District Emergency Officer, Angul by the Manpower Service Provider.

- (a) Period of submission of Tender Document 01.08.2023 to 16.08.2023 up to 5:00 PM
- (b) Last Date and time for submission of  
(c) Tender Document : 16.08.2023 up to 5:00 PM
- (d) Date and time for opening of :
- (i) Technical Bids 17.08.2023 at 11.00 AM
- (ii) Financial Bids of eligible Bidders 17.08.2023 at 11.00 AM

**CONTENTS FOR TENDER DOCUMENT**

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1	Scope of work and general instructions for service bidders
2	Technical specifications for the service provider and the manpower to be deployed in the Department by the service provider
3	Tender Application-Technical Bid
4	Tender Application-Financial Bid

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The District Emergency Office, Angul on behalf of District Crisis Group requires the services of reputed well established and financially sound Manpower Service Providers to provide services of ERC Assistant on contract basis for official work at Emergency Response Centre of District emergency Operation Centre, Angul. The Local Service providing agency having good track record will be given preference.
2. The contract for providing the aforesaid manpower is likely to commence from during this year and would continue till until further orders. The period of the contract may be further extended beyond the date provided the requirement of the Emergency response centre of District Emergency Office, Angul for owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Emergency response centre of District Emergency Office, Angul requirements. The District Emergency Office, Angul, however reserves right to terminate this contract at any time after giving one week's notice to the Selected Service Provider.
3. This District Emergency Office, Angul has tentative requirement for **1(One) number of ERC Assistance**.
4. The estimated cost of the contract per annum is Rs.2,64,000.00
5. The interested manpower Service Providers may submit the tender document complete in all respects and other requisite documents **by 16.08.2023 (date) up to 5:00PM** at District Emergency Office, Angul.
6. The various crucial dates relating to Tender for Providing Manpower Services to the District Emergency Office, Angul are cited as under.
  - (a) Period of submission of Tender Document: **02.08.2023 to 16.08.2023**
  - (b) Last Date and time for submission of Tender: **16.08.2023 up to 5:00PM**
  - (c) Date and time for opening of
    - (i) Technical Bid: **17.08.2023 at 11:00AM**
    - (ii) Financial Bids of eligible Tenders and selection: **17.08.2023 at 11:00AM**
  - (d) Likely date for commencement of Deployment of required manpower. **1<sup>st</sup> September, 2023.**
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 Emergency Office, Angul" and "Financial Bid for providing Manpower Services to District Emergency Office, Angul". Both sealed envelopes should keep in a third sealed envelopes super scribing "Tender for providing Manpower Services to District Emergency Office, Angul.
8. The successful tenderer will have to deposit a performance Security Deposit of Rs.50,000/-(Rupees Fifty Thousand). only in form of Bank Guarantee from any Nationalized Bank drawn in favour of Collector, Angul covering the period of contract.

In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer.

9. The tending Manpower Service providers are required to enclose photocopies of the following documents (duly attested) 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 organization.
  - (b) Copy of PAN/GIR card;
  - (c) Copy of the IT return filed for the last financial years
  - (d) Copies of EPF and ESI certificates;
  - (e) Copy of the Service Tax registration certificate;
  - (f) Certified extracts of the bank Account transactions during last three years.
10. The conditional bids shall not be considered and will be out rightly rejected in every first instance.
11. All entries in 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 technical Bid Application must be initiated by the person authorized to sign the tender bids.
12. The technical bids shall be opened on the scheduled date and time **at 11:00 A.M. on 17.08.2023 in the District Emergency Office, 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.
13. The Financial Bid of only those tenders will be opened whose Technical bids are found in order. The Financial bids shall be opened **at 11:00 Noon. on 17.08.2023 in the District Emergency Office, 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 competent Authority of the District Emergency Office, Angul reserves the right to cancel all bids without assigning any reason thereof.

**Collector & District Magistrate  
Angul**



TECHNICAL REQUIREMENTS FOR THE TENDERING MAN POWER SERVICE PROVIDER.

1. The tendering manpower service provider should fulfill the following technical specification;
  - (a) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of the user Department/ Office. Besides, if the Department/ Head of Department/ Controlling Officer are procuring manpower for deployment in their Field Office(S) then the manpower service provider should provide the name designation and contract number of person to liaise with the said Field Office(s).
  - (b) They should be registered with the appropriate registration authority;
  - (c) They should have at least two/three years' experience in providing manpower to Government Departments, public Sector Companies/ Banks, etc;
  - (d) They should have their own Bank Account;
  - (e) They should be registered with Income Tax and Service Tax departments;
  - (f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
  - (g) They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.
  - (h) Minimum turn-over requirement. (To be assessed by the Department/ Office keeping in view the present contract)
  - (i) Execution of contracts of similar type (minimum value to be prescribed) during preceding 3(three) years of value equal or more than 60% of the estimated cost of the present contract

TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE DISTRICT OFFICE, ANGUL.

1. She/he should be above 18 years of age and not exceeding 40 years.
2. The minimum Educational Qualification for ERC Assistance will be BSc Graduate preferably Chemistry Honors with sound Computer knowledge.

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**Collector & District Magistrate  
Angul**

## APPLICATION-TECHNICAL BID

For providing Manpower Services to District Emergency Office, Angul.

1. Name of Tendering Manpower Service Provider: \_\_\_\_\_

2. Name of Provider/ Partner/ Director: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Full Address of Registered Office : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Mob. No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

4. Full address of Opening/ Branch Office \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Mob. No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

5. Name & Telephone No. of Authorised officer/person to liaise with field office(s) : \_\_\_\_\_

6. Banker of manpower Service Provider: \_\_\_\_\_  
 (Attach certified copy of statement Of A/C for the last three years) \_\_\_\_\_  
 Telephone Number of Banker \_\_\_\_\_

7. PAN/ GIR No. : \_\_\_\_\_  
 (Attach attested copy)

8. Service Tax registration No. : \_\_\_\_\_  
 (Attach attested copy)

9. E.P.F Registration No. \_\_\_\_\_  
 (Attach attested copy)

10. E.S.I. Registration No. : \_\_\_\_\_  
 (Attached attested copy)

11. Financial turnover of the tendering Manpower Service Provider for the last 3 Financial Years.

Financial Year	Amount (Rs.lacs)	Remarks, if any

12. Additional information, if any:

(Attach separate sheet if space provided is insufficient)

13. 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):

Sl. No.	Name of client, address, telephone & Fax no.	Manpower Service		Amount of contract (Rs.Lacs)	Duration of contract	
		Type of manpower provided	No.		From	To

14. Additional information, if any

(Attach separate sheet, if required)

Signature of authorized person

Name:

Date:-

Seal:-

Place:-

**DECLARATION**

1. I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_  
\_\_\_\_\_ Proprietor/ Director/ Authorised 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.

Signature of authorized person

Full Name:

Date:

Seal:

Place:

## APPLICATION – FINANCIAL BID

For providing Manpower Assistance to District Emergency Office, 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 Person						
		*Take home remuneration. Rs.16,000/-	EPF	ESI	Other statutory dues if any	Service charge	Service tax	Total per person
1	ERC Assistant							

Date:

Place:

Signature of authorized person

Name: \_\_\_\_\_

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

Notes:

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