

Part-A(Page No. from ⁰¹...to ¹²...)**Service Provider (Superintendent and supporting staffs)****SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS**

1. The District Social Security Office, Bhadrak requires the services of reputed, well established and financially sound Manpower Services Providers to Provide Services of the following category of staff at Integrated Infrastructure Complex (IIC), Dhamnagar, Bhadrak as indicated in the table below.

Sl.No.		Name of the posts to be engaged	No. of Posts to be engaged	Approximate age /Male female	Educational qualification required for the post.	Remuneration/ Minimum take home Wages
1	Part -A	Superintendent	1	Above 45 years	Graduate with MBA or MSW with 3 years experience	Rs. 40000/-
2		Programme officer-cum-consultant	1	25-32 years	Graduate with MSW with PGDCA	Rs. 30000/-
3		Office Assistant-cum-DEO	2	25-32 years	Graduate with PGDCA	As per high skilled norms
4		Plumber	1	25-32 years	ITI with 2 years experience	As per skilled norms
5		Electrician	1	25-32 years	ITI with 2 years experience	As per skilled norms
6		Store keeper-cum-care taker	1	35-45 years	Graduate with PGDCA	As per high skilled norms
7		Multipurpose worker-cum-sweeper	2	24-30 years	Class-VIII passed	As per unskilled norms
8	Part -B	Security Staffs/ Guards	8	NIL	Class-VIII passed	Not more than Rs 15000/-

*** The break up are - Eight (8) security guards are required for security services of the above complex in 3 shifts round the clock**

2. The contract for providing the aforesaid manpower is likely to commence after signing the agreement for one year. The period of the contract may be curtailed/ terminated before completing the period of agreement, in case of owing to deficiency in service or substandard quality of manpower deployed by the selected service provider or because of change in the requirements. The authority however, reserves right to terminate this initial contract at any time after giving one weeks' notice to the selected service provider. The contract may be extended in future as per rule & requirement.

3. The District Social Security Office, Bhadrak has required superintendent and supporting staff as indicated in the table at Integrated Infrastructure Complex (IIC), Dhamnagar, Bhadrak.

4. The interested bidder may download the tender documents from <http://www.bhadrak.nic.in>. and submit to the District Social Security Office, Bhadrak. The tender paper fee Rs. 1000/-(Rupees one thousand only) in shape of Demand Draft must be submitted in favour of District Social Security Officer, Bhadrak along with documents.

5. The interested Manpower services providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.30,000/- (Rupees thirty thousand only) and other requisite documents should be sent to the District Social Security Office, Bhadrak by dt. 09.03.2023 upto 04.00 PM by Registered Post /Speed Post only in favour of the District Social Security Office, Bhadrak.

(a)	Last Date and time for submission of Tender Documents (except Govt. holiday)	Dt. 09.03.2023 upto 04.00 PM
(b)	Opening of the Technical Bid	Dt. 10.03.2023 on 04.00 PM
(c)	Opening of the Financial Bids of eligible Tenders and Selection	Dt. 10.03.2023 on 04.00 PM

6. The tender has been invited under two bid system i.e. Technical bid & Financial Bid in Double cover. The interested agencies are advised to submit bids in double cover envelope super scribing "Tender for Providing Manpower Services". Technical Bid separately and the Financial Bid in separate sealed cover. Person qualifying in the technical Bid shall be considered for Financial Bid.

7. The Earnest Money Deposit (EMD) of Rs 30,000/- (Rupees thirty thousand only) refundable (without interest) should be necessarily accompanied in the Bids of the Service provider in the form of Demand Draft/Pay order drawn in favour of District Social Security Officer, Bhadrak, payable at Bhadrak failing which the tender shall be rejected summarily. Exemption of EMD will be as per Govt. of Odisha provisions. The EMD of unsuccessful bidder will be returned soon after complete of tender process. The EMD of successful bidder will be refunded after submission of finance of bank guarantee and signing of agreement.

8. The Successful tender will have to deposit security money at "5% of the annual contract value as per the stipulation" in the form of Bank Guarantee from any nationalized Bank drawn in favour of District Social Security Officer, Bhadrak". This will be released after successful completion of contract.

9. The Tendering Manpower Service Providers are required to enclose self attested photocopies of the following documents along with the technical Bid failing which their bids shall be summarily/out rightly rejected and will not be considered by further.

- (a) Registration certificate of the applicant organization/ Proprietor/Company/Partnership
- (b) Copy of PAN/GIR card.
- (c) Copy of the IT return filed for the last three financial years up to FY-2021-22;
- (d) Copies of EPF and ESI Registration Certificate;
- (e) Copy of GST registration certificate;
- (f) Certificate extracts of the Bank Account containing transactions of last FY-2021-22 last page only.
- (G) Must have one contract of similar nature Rs.15 lakh per annum during last Financial/ Calendar year. Certificate to be enclosed from the concerned organization indicating the amount of contract.
- (H) Undertaking for not have been black-listed by any Central/State Govt./any Autonomous bodies during the recent past.
- (I) Undertaking for not having any police case pending against the bidder.

10. The conditional bids shall not be considered and will be outrightly rejected in very first instance. The man power service provider (bidder) should submit bid for all category of man power not in particular manner.
11. 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 scoring through is permitted in the financial Bid form. In such case, the tender shall be summarily rejected. However, the scoring through if any in the Technical Bid Application must be initialed by the person authorized to sign tender bids.
12. The Tender documents will be opened in the Office of the ADM, Bhadrak in presence of the selection committee and the representatives of the Manpower Service providers, if any, who wish to be present on the spot, at the time.
13. The Competent Authority reserves the right to cancel any or all bids without assigning any reason thereof.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specifications:
 - A. They should be registered with the appropriate registration authority;
 - B. They should have their own bank account;
 - C. They should be registered with appropriate Authority under Employees Provident Fund and Employees State Insurance Acts.
 - D. Execution of contracts of one similar type (annual contract of Rs.15 lakh per annum) during preceding last Financial/ Calendar Year.
 - E. The minimum Qualification of the manpower to be engaged in the IIC, Dhamnagar, Bhadrak by the Manpower service provider indicated in the table.
 - F. The bidder has to submit the required documents as cited above at **Para-9**.

<u>APPLICATION-TECHNICAL BID</u>	
For Providing Services of superintendent and supporting staff in the Integrated Infrastructure Complex (IIC), Dhamnagar, Bhadrak	
1	Name of Tendering Manpower Service Provider
2	Demand Draft towards cost of Tender Paper Rs.1000/- (Rupees one thousand only)
3	Details of Earnest Money Deposit DD NO _____ Date _____ of Rs. _____ of _____ Bank payable at _____
4	<u>Nature of firm</u> Name of Proprietor/Partner/Firm/Company
5	Full Address of Registered Office (With PIN Code) Telephone No Mobile No FAX No E-Mail ID
6	Registration Number of the agency
7	Name, Telephone No/Mobile No/E-Mail ID of Authorized Officer/Person to Co-Ordinate with the office
8	Bankers of the Manpower Service Provider(Attached copy of statement of A/c last page for the year 2021-22)
9	PAN No.(Attach copy of the PAN)
10	One contract of Rs.15 lakh per annum of during last Financial/ Calendar Year.(Certificate for the concerned organization indicating the amount)
11	GST Registration No.(Enclose copy of the certificate)
12	ESI Registration No.(Enclose copy of the Certificate)
13	EPF Registration No.(Enclose copy of the Certificate)
14	IT return of last 3 year up to 2021-22
15	Undertaking of not have been blacklisted by any Govt./Autonomous bodies
16	Undertaking for not having any police case pending against the bidder

18. Give details of the similar contracts handed by the tendering Manpower Service Provider during the last 3 financial years ends 2021-22 in the following format.

SL. NO.	Name of client address,telephone &fax no	Manpower services provided		Amount of contract(R s.Lacs) Annual	Duration of contract	
		Type of manpower provided	No		From	To

20. Additional information if any

(Attach separate sheet if required)

Date:

Place:

Signature of authorized person

Full Name:

Seal:

Mobile No:

Email ID:

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 & understood all the terms & 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:

Full Name:

Seal:

Telephone No.

Mobile No.

Email Id.

I/we apply for the tender mentioned above
of the Government of Karnataka for the
my tender at any stage besides liabilities

Signature of authorized person

Full Name

Seal

Telephone No.

Mobile No.

Email Id.

APPLICATION-FINANCIAL BID

For Providing Services of superintendent and supporting staff in the Integrated Infrastructure Complex (IIC), Dhamnagar, Bhadrak

1	Name of Tendering Manpower Service Provider & Address
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2. Monthly Rate per Person:

Sl. no	Manpower Type	*Take Home Remuneration per day	No. of days (26 days)	Total take home remuneration	EPF 13%	ESI 3.25 %	Other Statutory dues if any	Service Charge	GST 18%	Total gross amount
01	Superintendent									
02	Programme Officer-cum-consultant									
03	Office Assistant-cum-DEO									
04	Plumber									
05	Electrician									
06	Store Keeper-cum-Caretaker									
07	Multi Purpose Worker-cum-Sweeper									

Date:

Signature of authorized person

Place:

Full Name:

Seal:

Notes:

1. The take home remuneration not less than the minimum wages decided by the Govt. in labour Department.
2. The total rate quoted by the service provider should be inclusive of all statutory/taxation/liabilities in force during the time of entering into the contract .The authority will have no liability in relation to any statutory or other dues.
3. 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 as certified by the authority.
4. If the financial Bid of the tender are seems equal, then the authority will adopt to finalize the security agency through lottery system.
5. The bids with "Nil" charges will be treated as "Non Responsive" and will be rejected during the financial evaluation stage. The service charge should not be quoted any fraction of rupees and Service Charge quoted in term of % will be rejected.
6. The total gross amount should be rounded off as per the provisions.

TERMS & CONDITIONS**GENERAL**

1. The Agreement is likely to be commenced from the date of engagement and will continue till 01(one) year 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 after completion of one year from the date of execution of agreement 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 conditions or with some additions/deletions/modifications 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 sub-contract its rights and liabilities under this Agreement to any other agency or organisation 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 stage. In case any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
6. The Authority reserves the right to terminate/cancel the agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
7. The Manpower Service Provider shall nominate a coordinator /Supervisor who shall be responsible for immediate interaction with the District Social Security Officer (DSSO) so that optimal services of the persons deployed could be availed without any disruption.

8. The entire financial liability in respect of Manpower Services deployed in the offices concerned shall be that of the Manpower Service Provider and the officers concerned will 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 evidence as may be required by the DSSO.
9. For all intents and purposes the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & acts in respect of manpower so deployed. The persons deployed by the Manpower Services Provider shall not have any claim whatsoever like employer and employee relationship against the authority concerned.
10. The Manpower Service Provider shall be solely responsible for the redressal of grievances of resolution of disputes relating to person deployed. The District Social Security Office, Puri shall in no way be responsible for settlement of such issues whatsoever. In case the grievances of deployed person are not attended to by the Manpower Service Provider the deployed person can place their grievance before District Social Security Office, Puri and an authorised representative of the Manpower Service Provider.
11. The Authority shall 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.
12. 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.
13. In case of termination of this Agreement on its expiry or otherwise the person deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity in the office of DSSO.
14. The person deployed shall not claim any benefit or compensation or absorption 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.
15. The Manpower Service Provider must be registered with the concerned Govt. Authorities i.e Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation, GST, etc. and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulation and Abolition) Act 1970 if any, at this own part & cost..
16. 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 contribution towards Provident Fund, Employees State Insurance, wherever applicable.
17. The person deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them. It shall be submitted by the service provider agency.
18. The persons deployed should be polite, cordial and efficient while handling the assigned work and their action should be promote good will and enhance the image of the Concerned Office. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

LEGAL

19. The persons 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 applicable laws besides action for breach of contract.
20. The Manpower Service Provider shall be reasonable for compliance of all statutory provisions relating to minimum wages payable. The Office shall have no liability in this regard.
21. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the offices concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Office.
22. The Manpower Service Provider shall maintain all statutory regards under the law and produce the same, on demand to the authority of the department or office concerned or any authority under Law.
23. In case the Manpower Service Provider fails to comply with any liability under appropriate Law, and as a result thereof, the authority or the office concerned is put to any loss/obligation, monetary or otherwise the authority or the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the performance security deposit of the Manpower Service Provider to the extent of the loss or obligation in monetary terms.
24. The Agreement is liable to be terminated because of non performance deviation of terms and condition of contract, nonpayment of remuneration to employed persons and non deposit of statutory dues with the concerned agencies like E.P.F., E.S.I. and Service Tax etc. The DSSO, Puri will have no liability towards nonpayment of remuneration to the persons 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 institute by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security Deposits.

FINANCIAL

25. The technical Bid should be accompanied with an Eastern Money Deposit (EMD), refundable without interest of **Rs. 30,000/-** on the form of Demand Draft drawn in favour of District Social Security Officer, Bhadrak payable at Bhadrak failing which, the tender shall be rejected outrightly.
26. The Eastern Money Deposit in respect of the Agencies which do not qualify the Technical Bid (First stage) /Financial Bid (Second Competitive stage) shall be returned to them without any interest. In case of successful tender, if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of placing the order the EMD shall stand forfeited without giving any further notice.

27. Within 10 days of receipt of the letter of Acceptance, the successful bidder shall deliver to the client a performance Security in any forms given below for an amount equivalent to 5% of the Annual contract value as per the stipulation. Performance security shall be submitted in the form of bank guarantee from any scheduled commercial bank in favour of District Social Security Officer, Bhadrak. Failure of the successful bidder to comply with the requirements of Sub-clause 1.11.1 of Finance Dept. letter No.37323 dt.30.11.2018) shall constitute sufficient grounds for cancellation of the award and for feature of the EMD. The performance shall be valid for a period for a period of 01years from the date of effectiveness of the contract.

28. The Manpower Service Provider should make payment of the such engaged staff on monthly basis upon their absentee statements received from their immediate authority/officers and after disbursement the manpower service provider agency should submit the bill along with EPF, ESI statement to DSSO for necessary re-imburement.

29. In case of breach of any terms and conditions attached to this agreement, the performance security deposit of the manpower service provider shall be liable to be forfeited besides annulment of the agreement.

30. The claim in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill 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 authority.

31. 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 the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.

32. The successful bidder will enter in to an agreement with DSSO, Bhadrak for supply of suitable and qualified manpower as per requirement of this institute on the above terms and conditions.

33 .The Employer's share of contribution towards E.P.F. and E.S.I., G.S.T. (If applicable), and service charge of the manpower service provider shall not be deducted from the take home remuneration of the employee. The manpower service provider shall deposit all statutory dues with the concerned authority and claim the same from the concerned Govt. department/ office along with its service charge by producing documentary proof of payment.

34. The Employee's share of contribution towards E.P.F. and E.S.I. shall be deducted by the manpower service provider from the minimum take home remuneration of the employee for deposit of the same with the concerned authorities.

35. The Authority reserves right to withdraw or relax any of the terms and conditions mentioned above so as to overcome problems if any encountered at a later stage.

36. In the event of any dispute arising to respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to next higher authority or controllir.g officer for his decision and the same shall be binding in all parties.

37. All disputes shall be under the jurisdiction under the court at Bhadrak only.

38. The successful bidder will enter into an agreement with the authority for supply of suitable & qualified Manpower as per requirement on the above terms and conditions.

39. The DSSO, Bhadrak shall arrange to provide locks/ seal for stores, god owns and offices etc. to the satisfaction of the Agency and show pilfer able items lying in open to the Agency.

40. The main premises, which may be specified by the DSSO, Bhadrak shall be guarded in all respects. The main building of the IIC shall be closed after working hours and locked in the presence of the representatives of the IIC. The premises in locked condition shall be unlocked the next morning in the presence of the representative of the IIC and Agency, if needed.

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