

OFFICE OF THE DISTRICT PLANNING & MONITORING UNIT, PURI

Email-Id-dpmu-pur.plg@nic.in

Ph No. (06752) 224179
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TENDER CALL NOTICE

No. 488

Date 03.05.2023

Sealed tenders in prescribed format are invited from reputed & registered Manpower Service Provider having all valid documents which can be seen in the Dist.Website, Puri for providing service of one Watchman-cum- Sweeper & one Peon in the office of Joint Director, DPMU, Puri for a period of one year from the date of agreement contract. The details is available from the Dist. website in www.puri@nic.in. The undersigned reserves the right to reject any or all the tenders at any stage and moment without assigning any reasons thereof.


Addl. District Magistrate
Chairman, Tender Call Notice,
Puri

TENDER CALL DOCUMENTS

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DISTRICT PLANNING & MONITORING UNIT, PURI

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Letter No. 485 / P Dt. 03.05.2023

QUOTATION CALL NOTICE

Sealed Quotations are invited from eligible service providing agencies for engagement of one no. Peon and one no. Watchman-Cum-Sweeper in District Planning & Monitoring Unit, Puri on contractual basis for a period of one year. Minimum qualification required is 10th pass & remuneration is Rs.8800/-(Rupees Eight Thousand Eight Hundred) only per month exclusive of services charges and other statutory dues. Sealed Quotations should reach the office of District Planning & Monitoring Unit, Statistical Building, Puri by **11.05.2023 at 4.00 P.M.** The Service Provider should enclose the following documents along with the quotation.

1. The copies of Registration Certificate
2. Copy of PAN CARD
3. Copies of EPF and ESI Certificates
4. Copy of the Service Tax registration certificate
5. Registration Certificate from Labour Officer.
6. Certificate of Contact Labour License
7. Duties of Peon:-
 - a. To carry files, daks, official Papers and books etc.as and when required in office from the officers to whom attached.
 - b. To attend to the office work of the officer to whom he is attached.
 - c. To attend to any other official duties which may be assigned by the officer to whom he is attached.
 - d. To return the signature pads after signature of the concerned officer to issue Branch.
 - e. To attend to any other official calls of the officer he is attached to.
 - f. To take attendance register from office to officer and back.
 - g. To take files from the officer to office and vice versa.
 - j. To take Diary, Transit register, Log books etc. to desired places as and when required by Officers/ Assistants/ Section officers/ Diarist, etc.
 - k. To Supply of drinking water in office rooms of the office to which he is attached.
 - l. To make dust free of furniture, files and racks kept in office room of the officers concerned.
 - m. To attend to any other official duties as may be assigned to him from time to time by his official superiors.

8. Duties of Watcher-Cum-Sweeper
 - a. To keep a watch over the office premises
 - b. To open and close different rooms and halls used as offices before and after working hours, respectively.
 - c. To sweep and wash the office rooms and clean courtyards and other premises of the office premises.
 - d. To wash and clean lavatories, washing basins and urinals and spray disinfectant supplied for the purpose.
 - e. To remove cobwebs from walls and ceilings of the offices, lavatories, urinals and garage of the office.
 - f. To change and refill sand of the spittoons placed at different corners of the office building.
9. The Service Provider should have the experience in providing manpower to the Government Department(experience Certificate).
10. The Peon and Watchman-Cum-Sweeper will be selected as per the decision by the committee comprising of ADM,(Rev.), Puri Chairman/ Joint Director, DPMU, Puri / District Informatics Officer, NIC, Puri / District Treasury Officer, Puri/ Asst. Director, Statistics, DPMU, Puri.
11. The selected Service Provider has to enter with an agreement with the authority after the final selection by the Committee.
12. The Service provider has to follow the following financial bid in Annexure-A.
13. The service Provider has to follow the technical Bid in Annexure-B .
14. Peon and Watchman-Cum-Sweeper should be above 18 years of age and not exceeding 30 years of age as on 30.04.2023 or **retired person of Govt. Service Holder** and he should be physically and mentally fit for the duties .
15. The minimum educational qualification for Peon and Watchman-Cum-Sweeper will be 10th pass in any discipline.
16. All other terms and conditions mentioned vide Quotation Call Notice No. dtd. remain unaltered.
17. They must have executed similar Man-Power service provider at least for 3 years
18. Certified extract of the Bank Account containing transaction during the last three years.
19. Whether the agency has any exemption u/s 16 (2) of the EPF Act.
20. GSTIN return of the last year.
21. Income Tax clearance certificate for the last three years.
22. The bidder will have to deposit EMD of Rs.20,000/- (Rupees Twenty Thousand) only in the form of DD from any Nationalised Bank drawn in favour of Joint Director, DPMU, Puri covering the period of contract. After successful completion of period of contract Rs.20,000/- deposited as EMD will be refunded back to the selected bidder. The bidders not selected by the committee will be returned their deposited EMD amount of Rs.20,000/- within a period of seven days.
23. Cost of tender of Rs.200/- (Rupees Two Hundred) only (non-refundable) Tender paper can be purchased from the office of Joint Director ,DPMU, Puri, Pin – 752001 on any working days between 11 A. M. to 4 P.M. from date **03.05.2023** to **11.05.2023**

on payment of Rs.200/- (Rupees Two Hundred) only in shape of cash. The Tender Paper forms can also be downloaded from Puri district website www.puri@nic.in. In case of downloading Tender format, the agency shall be required to deposit the cost of Tender of Rs.200/- in shape of DD in the office of Joint Director , DPMU, Puri (non-refundable) along with the Tender.

24. The registered office of the Service Provider must be located in the State of Odisha.
25. The selected firm must be registered with appropriate registration authority.
26. They must have their own bank account.
27. Date of opening of the Quotation Call Notice **12.05.2023 at 3.00 P.M.** in the Office Chamber of ADM, Puri.
28. **The undersigned reserves the right to reject any or all the tenders at any stage of tender process without assigning the reasons thereof.**


Addl. District magistrate,
Puri

Memo No. 486 / P dtd. 03.05.2023

Copy forwarded to the District Informatics Officer, NIC, Puri for information and necessary action. He is requested to publish quotation call notice in the Puri district website.


Addl. District magistrate,
Puri

Memo No. 487(y) / P dtd. 03.05.2023

Copy to Notice Board of Collector, Puri / DPMU, Puri / DRDA, Puri / Sub-Collector, Puri.


Addl. District magistrate,
Puri

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS:

1. The District Planning & Monitoring Unit, Puri requires the services of reputed, well established and financially sound Service Providers to provide Service of one Watcher-cum-Sweeper & one Peon of the DPMU, Puri.
2. The contract for providing of one Watchman-cum- Sweeper & one Peon is likely to be for a period of one year w.e.f _____. However, the service contract can be terminated at any time, with one month notice, owing to unsatisfactory performance by the selected Persons / Service Provider or because of change in the organisation's requirements.
3. The aforesaid requirement is tentative which may increase or decrease basing on the organisation's requirement.
4. The estimate cost of the contract is **Rs.8800/- (Rupees Eight Thousand Eight Hundred) only** approximately per person per month which is inclusive of applicable EPF, ESI and Commission of the Service Provider excluding applicable GST.
5. Interested Service Providers may submit the Tender, complete in all respects along with requisite documents by **11.05.2023 upto 4.00 P.M.** at the Office of the DPMU, Puri.
6. **The various timeliness are given below:-**
Last Date of submission of Tender : **11.05.2023** after time period over tender document not acceptable .
Date and time for opening of Tender : **12.05.2023 at 3 P.M.**
Date and Time for Opening of Financial Bids of eligible Bidders **12.05.2023 at 3 P.M.**
Likely date for commencement of contract -----
7. The Tender has been invited under two bid systems i.e. Technical Bid and Financial Bid. Interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid" & Financial Bid" for providing.
(i) Watchman-cum- Sweeper & Peon to the office of the DPMU, Puri. Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for one Watchman-cum- Sweeper & one Peon" to DPMU, Puri.
8. All entries in the tender application form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorised signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the bid shall be summarily rejected. However, cuttings or over-writings, if any, in the Technical Bid Application must be signed by the person authorised to sign the tender bids.
9. The Technical bids shall be opened at 3 P.M. on 12.05.2023 in the office Chamber of DPMU, Puri. Representatives of the eligible bidders should remain present at the time of opening of Financial Bids.
10. The Addl. District Magistrate(Rev.), Puri reserves the right to annual all bids without assigning any reason.

TECHNICAL BID
COVERING LETTER (BIDDER LETTER HEAD)

Place:-

Date:-

To

The Joint Director
DPMU, Puri.

Sub:- Tender for Outsourcing of a Watchman-cum-Sweeper and a Peon at the office of the
DPMU, Puri.

Dear Sir,

I, the undersigned offer to participation in the tender process to provide services for
(Insert Name of the Service) in accordance with your Tender Notice No. *Dated*
We are hereby submitting our proposal, which includes Technical Proposal and Financial
proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical
proposal are true and correct and I accept that any misinterpretation contained in it may lead
to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days
and I confirm that this proposal will remain binding upon us and may be accepted by you at
any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as
stipulated in the RFP document. In case any provision of this tender are found violated, then
your office shall have the rights to reject our proposal including forfeiture of the earnest
money deposit absolutely.

I remain,

Yours faithfully,

**Authorised Signatory
with Date and Seal**

Name and Designation : _____

Address of the Bidder : _____

APPLICATION-TECHNICAL BID

For Providing One Peon & One Watchman-Cum-Sweeper to the Office of
the DPMU, Puri.

1. Name of the Bidder	
2. Details of Bid Processing Fee and Earnest Money Deposit (Demand Draft Details)	DD No. Date: Amount (Rs.) Drawn on Bank:
3. Name of the Director	
4. Full Address of Registered Office	Postal Address: Telephone No.: Fax No.: E-Mail Address:
5. Name & Telephone number of the authorised person signing the bid	Name and Designation : Mobile Number:
6. Bank Name	Account Number: Bank and Branch Name: IFSC Code
7. PAN No. (Attach self attested copy)	
8. GSTIN (Attach self attested copy)	
9. E.P.F. Registration No. (Attach self attested copy).	
10.E.S.I. Registration No. (Attach self attested copy)	
11.Acceptance to all the terms and conditions of the tender (Yes/No)	
12.Power of Attorney / authorised letter for signing of the bid documents.	
13.Please submit an undertaking that no criminal case is pending with the police at the time off submission of bid.	
14. Kindly mention the total number of pages in the tender document.	

15. Financial Turnover of the bidder for the last 3 financial years. (*)

Financial Year *	Turn over Amount (In INR)	Average Turnover (In INR)
FY1		
FY2		
FY3		

16. Details of the similar type service provided by the bidder in last 3 years.

Sl. No.	Period	Name of authority with complete address & Fax No.	Type of services provided with details of manpower / machinery deployed	Contract Amount (In INR)	Duration	
					From	To
1						
2						
3						

*** from the date of issue of tender*

Declaration

I, Shri Son/Daughter/Wife of Shri _____ Proprietor /
Director / Authorised signatory of _____
(Name of the Service Provider), competent to sign this declaration and execute this tender;

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false information / fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorised Representative with seal)

Place:.....

Date

Enclosures:-

- Bid processing Fee in the form of Demand Draft in original
- EMD in the form of Demand Draft in original
- Copy of tender document (each page must be signed and sealed)
- Duly filled Technical Bid and Financial Bid
- List of Documents as applicable.

UNDERTAKING

(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)

I, hereby undertake that, our organisation has not been blacklisted / debarred by any of the Central / State Government Department / Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past

Yours sincerely,

**Authorised Signature
(In full and initials)**

Name and Designation of the Signatory :

Name of the Bidder and Address :

UNDERTAKING

[On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences]

I, hereby undertake that there is no criminal case pending in any court of Law against our company or against the Proprietor / Director / Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

**Authorised Signature
(In full and initials)**

Name and Designation of the Signatory :

Name of the Bidder and Address :

TECHNICAL BID EVALUATION

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified the technical evaluation stage, will be considered for opening of the financial bids. The financial bids shall be opened in the presence of the tender committee and bidders' representatives who choose to attend **Least Cost Selection Method** will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the *lowest and competitive evaluated bid price*.

FINANCIAL BID
COVERING LETTER
(BIDDER LETTER HEAD)

Place:-

Date:

To

The Joint Director
DPMU, Puri.

Sub:- Tender for Outsourcing of a Watchman-cum- Sweeper & a Peon)at the office of the
DPMU, Puri.

Sir,

I, the undersigned, offer to provide the services for a Watcher-cum- Sweeper & a Peon in accordance with your Tender No. _____, *Dated:* _____. Our attached financial price is **[Insert amount (s) in words and figures] for the proposed service**. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the service shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, upto expiration of the validity period of the proposal of 90 days. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.
I remain,

Yours faithfully,

**Authorised Signature
(In full and initials)**

Name and Designation of the Signatory :

Address of the Bidder:

(Administrative Charge)

Manpower Details:

Sl.No.	Wages per Peon & W-C-S . per month	Employer Share		Service Charge	Sub Total	Good & Service Tax 18%	Total Cost per person
		EPF @13%	ESI @ 3.25%				
1	2	3	4	5	6	7	9

Gross Amount Payable to Employee

Sl.No.	Wages per Peon & W-C-S. per month	Deduction of Employee Share		Total Deduction	Net Payment
		EPF @ 12%	ESI @ 0.75%		
1	2	3	4	5	6

Bidder with lowest evaluated competitive administrative charges for the required service will be awarded with contract.

The bides with "Nil" or very abnormally low quoted service charges will be treated as "Non responsive" and will be rejected during the financial evaluation stage.

Place.....

Date.....

(Sign and Seal of Authorised Representative)

SERVICE AGREEMENT

(To be made on Rs.20.00 Non Judicial Stamp Paper)

This **SERVICE AGREEMENT** is made on _____ between, _____ (hereinafter called as the “**Authority**”) of the 1st Part and _____ its principal place of business at _____ (hereinafter called the “**Service Provider**”) of the 2nd Part.

WHEREAS

(a) the “**Service Provider**”, having represented to the “**Authority**” that he has the required manpower and other resources, has offered to provide the service in response to the “tender Notice No. _____, Dated: _____

(b) the “**Authority**” has accepted the offer of the Service Provider to provide the required services as per the terms and conditions as set forth in this Service Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED between the two parties as follow:

1. The following documents attached here to shall be deemed to form an integral part of this contract:

- A. General Terms and Conditions
- B. Scope of Work
- C. Contract Price and Payment Term;

2. The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Contract, in particular :

- a. The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
- b. The Certificate on the satisfactory performance of services by the Agency shall be issued by an officer authorised by the Client and in consideration of the certificate of Satisfactory Performance of Services Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

3. Mode of Payment

The Service Provider will open a specific Bank Account for payment by the Authority in the beneficiary account towards the Service performed by the service provider. The Service Provider will furnish the details of the Bank Account to the Authority within 7 days of the signing of the contract.

This contract constitutes the agreement between two parties in respect to obligations and supersedes all previous communications between the parties.

4. Now this agreement witnesses as below:-

- a. That in consideration of the payment to be made by the “**Authority**” to the “**Service provider**”, the “**Service Provider**” hereby agrees with the “**Authority**” to provide manpower resources to be engaged in the [Insert the location] in conformity with the provisions of the terms and conditions of the contract.
- b. That the “**Authority**” hereby further agrees to pay the “**Service Provider**” the contract price at the time and in the manner prescribed in the said terms and conditions.
- c. Financial limit under this contract varies with changes in statutory dues and government taxes as applicable from time to time.
- d. That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.
- e. That this agreement is valid upto _____
for and on behalf of [Tender Inviting Authority]

Witness 1 :

Witness 2 :

For and on behalf of [**SERVICE PROVIDER**]

[**Name and Designation of the Representative with seal**]

Witness 1 :

Witness 2: