

Office of the C.D.M.P.H.O.,Puri.

Tender Document

For Empanelment of the Service Provide Agency to provide Service of Highly skilled, skilled, semi skilled and un-skilled personnel to DHH,Puri.

1. Last Date and time for submission of Tender Document : by 21.1.2020 at 05.00PM.
2. Date and time for opening of
 - a. Technical Bids : 22.1.2020 (4.00PM)
 - b. Financial Bids of eligible Bidders : -do-
3. Mode of submission of tender document :By Registered/Speed Post only
4. Cost of Tender Paper (DD) :Rs.4,000/-(Four thousand)only

Contents of Tender Document

| Sl No. | Description of contents |
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| 1. | Scope of work and general instruction for service bidders |
| 2. | Technical requirements for tendering Manpower Service Provider. |
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| 7. | Agreement |

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. This is completely tender call for empanelment of the Outsourcing of the Agency for providing of the required manpower as and when required. The CDM&PHO, Puri, Health & F.W Department requires the services of reputed well established and financially sound manpower Service provider to provide services of Highly skilled, skilled, semi-skilled and un-skilled personnel on contract basis for day to day official work.

2. The contract for providing the aforesaid manpower is likely to commence from 1.2.2020 (date) and would continue till 31.1.2021 (date). The period of contract may be further extended beyond 31.1.2021 (date) provided 'the requirement of the Department for manpower persists at the said time or may be curtailed terminated before 31.1.2021 (date) owing to deficiency in service or substandard quality of manpower deployed by the selected service provider or because of change of Department's requirements. The Department however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.

3. This Department has requirement for highly skilled, skilled, semi-skilled and un-skilled personnel as per the PIP / RKS/ZSS/Nidaan .The requirements may increase / decrease in any /all the categories.

4. The interested Manpower Service Providers may submit the tender document completed in all respect along with Earnest money Deposit (EMD) of Rs.25,000/- and other requisite document by 21.1.2020 (date) up to 05:00 PM at CDM&PHO,Puri under H&FW Department.

5. The various crucial dates relating to "Tender for providing manpower Services to the CDMPHO, Puri, under H&FW Deptt. are cited as under:

(a) *Date and Time for submission of Tender: 31.12.2019 TO 21.1.2020 by 05:00PM Document*

(b) *Date and time for opening of Technical Bid Financial Bids of Tenders & Selection: 22.1.2020 (4.00PM)*

(c) *Likely date for commencement of Deployment of require manpower on 1.2.2020 if required.*

6. 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 superscribing "Technical Bid for Providing Manpower Services to DHH,Puri under H&FW Department" and "Financial Bid for providing manpower services to above department. Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Providing Manpower Services to DHH, Puri, under H&FW Department,Odisha.

7. The earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty-five thousand)only. Refundable (without interest), the tender cost of Rs.4000.00 should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft / pay Order drawn in favour of RKS-DHH, Puri, H&FW Deptt. failing which the tender shall be rejected summarily.

8. The successful tender will have to deposit a performance Security deposit of Rs.25000 /- (Rupees twenty five thousand only) in the form of Bank Guarantee from any Nationalized Bank draw in favour of RKS DHH, Puri, H&FW Deptt. covering the period of contact in case the contact is further extended beyond the initial period the Bank Guarantee will have to be accordingly renewed by the successful tenderer.

9. The tender Manpower service providers are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the State Government /Central Government), along with the Technical Bids, failing which their bids shall be summarily /out rightly rejected and will not be considered any further:

- a) Valid Registration certificate of the applicant's organization;
- b) Valid Copy of PAN and GSTIN;
- c) Valid Copy of the Audit report & IT return filled for the last consecutive three financial year;(16-17,17-18,18-19)
- d) Valid Copies of EPF and ESI certificate of last three months. i.e. Sept,Oct,Nov of 2019
- e) Certified extracts of the Bank Account containing transactions during last three years
- f) Experience certificate for outsourcing of manpower for three years (16-17,17-18,18-19)

10. The conditional bids shall not be considered and will be out rightly rejected in very first instance.

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 over writing or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. (However the cutting, if any in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.)

12. The Technical bids shall be opened on the scheduled date and time on a dt.22.1.2020 (4.00PM) in the office Room of CDM&PHO,Puri H&FW Department in the presence of the representatives of the Manpower Service providers, if any, who wish to be present on the spot in the time.

13. The Financial Bid of only those tenders will be opened whose Technical bids are found in order.

14. The competent Authority or the CDM&PHO,Puri H&FW Department reserves the right to cancel all or any of bids without assigning any reason.

TECHNICAL REQUIREMENTS FOR TENDERING MANPOWER SERVICE PROVIDER.

1. The tendering manpower service provider should fulfill the following technical specifications:

- a) The office or one of the branch office of the manpower service provider should be opened within the Jurisdiction of the user Department / Office. Besides, if the Department / Head of Department /Controlling Office are procuring manpower for deployment in their Field Office(s), then the manpower service providers should provide the name, designation and contact number of the person to liaise the said Field Office(s).
- b) They should be registered with the appropriate registration authority;
- c) They should have at least three years experience in providing manpower to Government Departments, Public Sector Companies/Bank. etc
- d) They should have their own Bank Account;
- e) They should be registered with income Tax, GST and Labour Department;
- 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) Preference will be given to the agency with Minimum turnover of Rs.50 Lakh annually -(To be assessed by the Department /Office keeping in view the present contract).
- i) Original documents to be submitted during selection for verification.
- j) Valid Labour License.

1. DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application - Technical Bid;
2. Attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last three years;
4. Attested copy of PAN / and GSTIN
5. Attested copy of the latest IT return filed by agency;
6. Attested copy of Service Tax registration certificate;
7. Attested copy of the P.F. registration letter / certificate;
8. Attested copy of the E.S.I. registration letter / certificate;
9. Certified documents in support of the financial turnover of the agency;
10. Certified documents in support of entries in column 13 of Technical Bid application;
11. Copy of the terms and conditions at pages in Tender Document with each page duly Signed and sealed by the authorized signatory of the agency in token of their acceptance.
12. Copy of Audit Report for last three consecutive years.
13. Copy of experience certificate for outsourcing of manpower.
14. Copy of Valid labour license
15. Solvency Certificate of Rs.30, 00,000.00 or more.

TECHNICAL BID APPLICATION
EMPANELMENT OF MANPOWER SERVICES FOR DHH,PURI .

1. Name of tendering Manpower servicing Provider : _____
2. Details of Tender Cost DD No. _____ Date _____
3. Details of Earnest Money Deposit : DD No _____ date _____
4. Name of proprietor / Partner/ Director : _____

5. Full Address of Registered office : _____

Telephone No : _____

Fax : _____

Email :

Address : _____

6. Full Address of Registered office : _____

Telephone No : _____

Fax : _____

Email :

Address : _____

7. Name & Telephone No of _____

Authorized office / person

To liaise with field office (S)

8. Banker of the Manpower Service Provider : _____

(Attach certificate copy of Statement) Of A/C for the last three years)

8. PAN and GST No _____

(Attach attested Copy)

9. Service tax Registration No :

(Attach attested Copy)

10. E.P.F. Registration No : _____

(Attach attested Copy)

11. E.S.I Registration No : _____

(Attach attested Copy)

12. Financial turnover of the tendering Manpower Service provider for the last 3 Financial years .

| Financial Year | Amount (Rs. Lacs) | Remark if any |
|----------------|-------------------|---------------|
| 2016-17 | | |
| 2017-18 | | |
| 2018-19 | | |

12. Labour license Registration no.:

13. Additional information if any

(Attach separate sheet if space provided is insufficient)

14. Give details of the major similar contracts handed by the tendering Manpower service provider during the last 3 years in the following format.

(if the space provider is insufficient a separate sheet may be attached)

| Sr No. | Name of Client, address, Telephone & fax No | Manpower Service provided | | Amount of contract (Rs. Lacs) | Duration of contract | |
|--------|---|---------------------------|----|-------------------------------|----------------------|----|
| | | Type of Manpower provider | No | | From | To |
| | | | | | | |
| | | | | | | |
| | | | | | | |

15. Addition information, if any (Attach separate sheet, if required)

Date

Signature of authorized person

Place

Name

Seal

DECLARATION :

1. I _____ Son/Daughter/ Wife of
Shri _____ proprietor/ Director/ authorized
signatory of the service provider mention 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 above tender and
undertake to abide to 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 stage besides liabilities towards prosecution under appropriate law.

Date :

Place

Person

Signature of authorized

Name

Seal

APPLICATION – FINANCIAL BID

For providing manpower Assistance to. DHH,Puri

1. Name of tendering manpower Service provider :
2. Rate per person per month (8 hour per day) inclusive of all statutory liabilities taxes, levies, cess etc.

| Sl No | Manpower type | Monthly(26 days) rate per person | | | | | |
|-------------------------------|----------------|---------------------------------------|-----|-----|-----------------------------|-------|--|
| | | Take home remuneration | EPF | ESI | Other Statutory dues if any | Total | |
| 1. | Highly skilled | | | | | | |
| 2. | Skilled | | | | | | |
| 3. | Semi-skilled | | | | | | |
| 4. | Unskilled | | | | | | |
| | | Service charges of agency | | | | | |
| | | Other Charges if any | | | | | |
| | | Grand Total Quote Final Amount | | | | | |
| Quote amount in words: | | | | | | | |

(Govt. Taxes (Service tax, GSTIN & etc) excluded from the rate quote. The Taxes will be paid as per the prevailing rules)

Date

Signature of authorized person

Full Name

Seal :

Note :

1. The total rates quoted by the tendering agency should be excluded of all taxes.
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.