

### SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The District Social Security Office, Puri 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), Bangar, Gop, Puri 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	Superintendent	1	35-45 years	Graduate with MBA or equivalent/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	Multi purpose worker-cum-sweeper	2	24-30 years	Class-VIII passed	As per unskilled norms

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, Puri has requiredsuperintendent and supporting staff as indicated in the table at Integrated Infrastructure Complex (IIC), Bangar, Gop, Puri.

4. The interested bidder may download the tender documents from [www.puri.nic.in](http://www.puri.nic.in) and submit to the District Social Security Office, Puri. The tender paper fee Rs. 1000/-(Rupeesone thousand only) in shape of Demand Draft must be submitted in favour of District Social Security Officer, Puri 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, Puri by dt.28.11.2022 upto 2 PM by Registered Post/Speed Post only in favour of the District Social Security Office,Puri

(a)	Last Date and time for submission of Tender Documents (except Govt. holiday)	28.11.2022 upto 2 PM
(b)	Opening of the Technical Bid	28.11.2022 at 3.30PM
(c)	Opening of the Financial Bids of eligible Tenders and Selection	28.11.2022 at 3.30PM

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, Puri, Payable at IDBI BANK Ltd, Puri (IBKL0000403) 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, Puri". 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 out rightly 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(Protocol),Puri 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, Bangar, Puri by the Manpower service provider indicated in the table.
  - F. The bidder has to submit the required documents as cited above at **Para-9**.

**APPLICATION-TECHNICALBID**

**For Providing Services of superintendent and supporting staff in the Integrated Infrastructure Complex (IIC), Bangar, Gop, Puri**

1	Name of Tendering Manpower Service Provider	
2	Demand Draft towards cost of Tender Paper	<b>Rs.1000/- (Rupees one thousand only)</b>
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	Registartion 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 (Rs. 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:

**APPLICATION-FINANCIAL BID**

**For Providing Services of superintendent and supporting staff in the Integrated Infrastructure Complex (IIC), Bangar, Gop, Puri**

1 Name of Tendering Manpower Service Provider & Address

2.

Sl. no	Manpower Type	Monthly Rate per Person								
		*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:

**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:

Place:

Signature of authorized person

Full Name:

Seal:

Telephone No.

Mobile No.

Email Id.