

OFFICE OF THE
DISTRICT MAGISTRATE & COLLECTOR
PURI
(CULTURE SECTION)



06752-297607(DCO)
Email ID: dcoपुरी86@gmail.

Letter No. 115 / Culture
Dt. 14.02.2019

QUOTATION CALL NOTICE

Sealed quotations are invited from interested and eligible Security Agencies/Farm for supply of Security Services/Manpower for Netaji Museum Trust, Puri for a period of One year which may be extended for further period. The quotations must reach the office of the District Culture Office, Puri on or before 01.03.2019 at 3.00 P.M through Speed post/Registered post and will be opened on the same day at 4.00 P.M. in presence of the members of the Committee. For details please visit the website www.puri.nic.in

The Authority reserves the right to reject or accept any or all the Tender without assigning any reason thereof.

SL NO	Category of Manpower	No. of workers required	Timing	Responsibility
1	Security Personnel	3	24X7	Provide security round the clock for the safety & security of the Museum.
2	Worker for cleanliness	1	9 A.M to 5 P.M.	To clean the Museum premises, rooms, furniture & fixtures wherever required.
3	Worker for Garden	1	9 A.M to 5 P.M.	To maintain the museum garden, plantation of flower plant, watering plant, for beautification of Museum & others wherever required.


District Culture Officer,
Puri

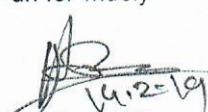
Memo. 116 Dt. 14.2.19

Copy submitted to the Sub Collector/DI&PRO/Nizarat Officer, Puri with request to publish it in your notice board for widely publicity.


District Culture Officer,
Puri

Memo. 117 Dt. 14.2.19

Copy to DIO, NIC, PURI for kind information with request to upload the notice in NIC, Puri for widely publicity.


District Culture Officer,
Puri

APPLICATION-TECHNICAL BID

For Providing Manpower Services to _____

- 1. Name of Tendering Manpower Service Provider _____
- 2. Details of Earnest Money Deposit. DD NO _____ Date _____ of Rs. _____
drawn on Bank _____
- 3. Name of Proprietor/Partner/Direictor

4. Full Adress of Registered Office

Telephone No _____

Fax No _____

E-Mail Address _____

5. Full Address of Operating / _____

Branch Office _____

Telephone No _____

Fax No _____

E-Mail Address _____

6. Name & telephone no. of
Authorised officer/person _____

to laise with Field Officers

7. Bankers of the Manpower Service Provider _____

(Attached certified copy of statement of A/C for the last three years

8. PAN/GIR No (Attach attested copy) _____

9. GST no (Attach attested copy) _____

10.EPF Registration no (Attach attested copy) _____

11.ESI Registration no (Attach attested copy) _____

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

Financial Year	Amount Turn over (Rs.)	Remarks, If any
2015-16		
2016-17		
2017-18		

13. Give details of the major similar contracts handed 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 services provided		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

Full Name:

Seal:

Date:

Place:

APPLICATION-FINANCIAL BID

For Providing Manpower Services to _____

1. Name of Tendering Manpower Service Provider
2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities,taxes,levi,cess etc

SL NO	Manpower Type	Monthly Rate per person							
		*Take Home remuneration	EPF Contribution		ESI Contribution		Service Charge	Service Tax(GST)	Total per person
			Employee	Employeer	Employee	Employeer			
1	Security staff								
2	Cleaning staff								
3	Gardening staff								

* Minimum take home remuneration per person per month for Security staff, Cleaning & Gardening staff should be Rs.

Signature of authorized person

Full Name:

Seal:

Date:

Place:

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 into 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 each manpower.

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.

Signature of authorized person

Full Name:

Seal:

Date:

Place:

TERMS & CONDITIONS

GENERAL

1. The Agreement shall commence from _____ and shall continue till _____ 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 on _____ 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 Netaji Museum Trust, Puri at present has tentative requirement of 3 nos. Security Staffs & 2 nos. labourers for maintainance of garden & cleanliness of the building. The requirement of the staff may further increase or decrease marginally during the period of initial contact also and the tenderer would have to provide additional Manpower Services, If required on the same terms & conditions.
6. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tenderor 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.
7. The Authority reserves the right to terminate the agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
8. The person deployed shall be required to report for work at 10 A.M. to the D.C.O./ or such other officer as may have been kept in charge of office establishment of the office concerned and would leave at 6.00 P.M. and may also required to work beyond 6.00PM for which he would not be paid any extra remuneration. In case the person deployed remains absent on a particular day or comes late/leaves early on three occassions proportionate deduction for the remuneration for one day will be made. could be availed
9. The person deployed may be called on holidays to attend duty and shall be paid extra remuneration as per rates approved by this office on attending such duty.
10. The Manpower Service Provider shall nominate a coordinator /Supervisor who shall be responsible for immediate interaction with the Secretary of netaji Museum Trust, Puri so that optimal services of the persons deployed could be availed without any disruption.
11. The entire financial liability in respect of Manpower Services deployed in the Netaji Museum Trust, Puri or shall be that of the Manpower Service Provider and the Netaji Museum Trust, Puri 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 Netaji Museum Trust, Puri.
12. 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 person deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Netaji Museum Trust.
 13. The Manpower Service Provider shall be solely responsible for the redressal of grievances of resolution of disputes relating to person deployed. The Netaji Museum Trust, 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 Committee of Netaji Museum Trust, Puri and an authorised representative of the Manpower Service Provider.
 14. The Netaji Museum Trust, Puri 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.
 15. 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.
 16. 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.
 17. 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 submitted by the Manpower Service Provider.
 18. The Manpower Service Provider must be registered with the concerned Govt. Authorities i.e Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation 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 his own part & cost.
 19. 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.
 20. The person deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
 21. The person deployed should be polite, cordial and efficient while handling the assigned work and their action should be to promote good will and enhance the image of the Museum. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

LEGAL

22. 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.
23. The Manpower Service Provider shall be reasonable for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Netaji Museum Trust, Puri. The Netaji Museum Trust, Puri shall have no liability in this regard.
24. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Netaji Museum Trust, Puri to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter attested zerox copies of such documents shall be furnished to the Netaji Museum Trust, Puri.
25. The Manpower Service Provider shall maintain all statutory registers under the law and produce the same, on demand to the authority of the Netaji Museum or other authority under Law.
26. The Tax deduction at Source (T.D.S) shall be done as per the provisions of Income Tax Act Rules, as amended from time to time and a certificate to this effect shall be provided by the Netaji Museum Trust, Puri.
27. In case the Manpower Service Provider falls to comply with any liability under appropriate Law, and as a result thereof. The Netaji Museum is put to any loss/obligation, monetary or otherwise the Netaji Museum Trust, Puri 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 is monetary terms.
28. The agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment to statutory dues. The Netaji Museum Trust, will have no liability towards non-payment 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 Netaji Museum Trust, Puri by the person deployed the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.

FINANCIAL

29. The technical Bid should be accompanied with an Eastern Money Deposit (EMD), refundable without interest of Rs.5000/- on the form of Demand Draft/Pay Order drawn in favour of failing which the tender shall be rejected out rightly.
30. The Eastern Money Deposit in respect of this 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 tenderer 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.

31. The successful tender will have to deposit a security amount of Rs.10,000/- (employee cost per one month including statutory dues in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the Netaji Museum Trust, Puri covering the period of contract is further extended beyond the initial period the FDR will have to be accordingly renewed by the successful tenderer.

32. The Manpower Service Provider shall raise the bill, in triplicate along with the attendance sheet duly verified by the Secretary Netaji Museum Trust, Puri in respect of person deployed and submit the same to the prescribed authority in the first week of succeeding month. As far as possible the payment will be released by the second week of the succeeding month.

33. 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.

34. 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.

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

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 controlling officer for his decision and the same shall be binding in all parties.

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

37. All dispute shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.

38. The successful bidder will enter into an agreement with this Netaji Museum Trust, Puri for supply of suitable & qualified Manpower as per requirement of this Museum on the above terms and conditions.