

**OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, JAGATSINGHPUR**

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Letter No. 1928(3)// CDVO (JSP) /dt. 31-07-2018

To

The Editor, The Prameya, The Sambad and The New Indian Express

Sub:- Publication of Tender call Notice for Manpower service Providers to provide services of Data Entry Operator, Driver and Laborers in the O/o CDVO, Jagatsinghpur

Sir,

In inviting a reference to the above cited subject and letter mentioned above, it is inform that one advertisement for Tender call Notice for Manpower service Providers to provide services of Data Entry Operator, Driver and Laborers in the O/o CDVO, Jagatsinghpur may kindly be published in your daily newspaper (enclosed) for one day only as per I & PR rate. The bill may be submitted to the undersigned for payment after due publication.

An early action is solicited.

Encl:- As above

Yours faithfully,

  
Chief District Veterinary Officer,  
Jagatsinghpur

## Tender Notice

Sealed tenders are invited from interested reputed, well established & financially sound Manpower service Providers to provide services of Data Entry Operator, Driver and Laborers in the O/o CDVO, Jagatsinghpur for a period of one year from **27<sup>th</sup> August 2018 to 26<sup>th</sup> August 2019** for a period of year. The detailed information for outsourcing the services of aforesaid post has been given in the Tender Document which may either be downloaded from the website [jagatsinghpur.nic.in](http://jagatsinghpur.nic.in) or obtained in person from Sri Niranjana Sahoo, Senior Clerk, O/o the Chief District Veterinary Officer, Jagatsinghpur on any working day between 11 A.M to 04.00 P.M. The last date and time for submission of Tender Documents through speed post/registered post/by hand is dt. **20.08.2018 by 5 PM**. The intending Manpower service providers are required to enclose self attested photocopies of the following documents.

- a. Registration Certificate of the applicant organization.
- b. Copy of Pan Card/ GIR card.
- c. Copy of the IT return filed Account.
- d. Copy of EPF & ESI certificate.
- e. Copy of service Tax Registration Certificate.
- f. Certified copy of Statement of Bank

## **SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS**

1. The O/O CDVO, Jagatsinghpur, 754103 requires the services of reputed, well established and financially sound Manpower Service Provider to provide services of Driver, Data Entry Operator and Laborers on contract basis for day to day official work.
2. The contract for providing the aforesaid is likely to commence from **dt. 27.08.2018 and would continue till dt. 26-08-2019**. The period of then contract may be further extended beyond dt. 26.08.2019 provided the requirement of the office for manpower persists at the time or may be curtailed/terminated before dt. 26-08-2019 owing to deficiency in service or substandard quality of manpower deployed by the selected service provider or because of change in the office requirements. The CDVO, Jagatsinghpur however reserves right to terminate this initial contract at any time after giving one week's notice to the selected service provider.
3. This O/O CDVO, Jagatsinghpur has tentative requirement for one Driver, one Data Entry Operator and three Laborers. The requirements may increase/decrease in any/all the categories.
4. The interested Manpower Service providers may submit the tender document complete in all respects and other requisite documents alongwith earnest Money Deposit (EMD) of **Rs.10,000/-(Rupees Ten thousand)** only refundable (without interest) in form of Demand draft drawn in favour of Chief District Veterinary Officer, Jagatsinghpur failing which the tender shall be rejected summarily.
5. The cost of the Tender paper is **Rs. 500/- (Rupees five hundred)** only. Those who download the tender application can submit the cost of the tender paper **Rs. 500/- (Rupees five hundred)** only in shape of Demand Draft/Bankers' Cheque in favour of Chief District Veterinary Officer, Jagatsinghpur alongwith the tender documents.
6. The tenders are invited under two bid system, i.e. Technical Bid and Financial Bid. The interested bidders are required to submit two separate sealed envelopes superscribing "Technical bid for providing manpower services" and "Financial bid for providing manpower services". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for providing manpower Services to O/o CDVO, Jagatsinghpur**".
7. The successful tender will have to deposit a performance security deposit of **Rs.25,000/- (Rupees Twenty five thousand)** only in the form of bank guarantee/Demand Draft from

any Nationalized Bank drawn in favour of Chief District Veterinary Officer, Jagatsinghpur covering the period of contract. In case the contract is further extended beyond the initial period, the Bank Guarantee (only Bank guarantee cases) will have to be accordingly renewed by the successful tenderer.

8. The tendering Manpower service providers are requested to enclose self attested photocopies of the following documents alongwith the Technical Bid falling which their Bids shall be summarily/ out rightly rejected and will not be considered any further.
  - a) Registration of the applicant organization.
  - b) Copy of PAN/GIR card.
  - c) Copy of the IT return filed for the last three financial years.
  - d) Copies of EPF and ESI certificates.
  - e) Copy of the service Tax registration certificates.
  - f) Certified extracts of the Bank Account containing transactions during last three years.
9. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
10. 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 cutting is permitted in the financial bid form. In such cases the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
11. The technical bids shall be opened on **dt. 21-08-2018 at 11.00 AM** in the office chamber of CDVO, Jagatsinghpur in the presence of representatives of the Man power Service Providers, if any who wish to be present on the spot at the time.
12. The financial Bid if only those tenders will be opened whose Technical bids are found in order/valid. The financial bids shall be opened on same day, i.e. on **dt. 21-08-2018 at 04.00 PM** in the office chamber of CDVO, Jagatsinghpur in the presence of representatives of the Man power Service Providers, if any who wish to be present on the spot at the time.
13. The CDVO, Jagatsinghpur reserves the right to annul any or all the bids without assigning any reason thereof.

## TIME SCHEDULE OF TENDER DOCUMENT

### For Providing Services of Driver, Data Entry Operator and Laborers

(A) Mode of receipt of Tender Document	Through Speed post/Registered Post/ By Hand at O/O CDVO, Jagatsinghpur.
(B) Last date and time for submission of Tender Document	Dt.20.08.2018 - 05.00PM
(C) Date and time for opening of (i) Technical Bids	Dt.21.08.2018 at 11.00AM
(ii) Financial Bids of bidders who qualified in the Technical stage.	Dt.21.08.2018 at 04.00PM
(D) Likely date for commencement of deployment of required manpower	Dt.27.08.2018

## TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

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 at least 2 years experience in providing manpower to Government Deptts/Govt. offices.
- c) They should have their own Bank Account.
- d) They should be registered with Income Tax and Service Tax Departments.
- e) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.
- f) IT Returns for the last 2 Assessment years must be submitted.

**TECHNICAL REQUIREMENTS FOR MAN POWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE O/O CDVO, JAGATSINGHPUR**

**A. The requisite qualification of Data Entry Operator is :-**

1. Must have Bachelors degree in any discipline from a recognized university.
2. Must have post graduate diploma in Computer application from a recognized institution with adequate knowledge of Microsoft Office, Internet
3. Must have minimum KPH of 7000.

**B. The requisite qualification of Driver is:-**

1. Must have passed matriculation examination.
2. Must have a valid driving license for transporting van (Bolero pick-up)
3. He must be available as and when required/
4. He should keep the office vehicle clean and tidy.

**C. The requisite qualification of Labor is:-**

1. Must have passed 8<sup>th</sup> standard examination.
2. He should behave in an acceptable, cordial and obedient manner.
3. He shall obey, oblige and carry out instructions from the superiors.

**APPLICATION- TECHNICAL BID**

For Providing Manpower Services to O/O CDVO, Jagatsinghpur

- 1. Name of Tendering Manpower Service Provider \_\_\_\_\_
- 2. Details of Tender Cost.....
- 3. Details of Earnest Money Deposit DD No. \_\_\_\_\_ Dt. \_\_\_\_\_ of  
Rs. \_\_\_\_\_ drawn on Bank \_\_\_\_\_

4. Name of Proprietor/Partner/Director  
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5. Full address of Registered Office  
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Telephone No, \_\_\_\_\_ Mobile No. \_\_\_\_\_  
Fax No, \_\_\_\_\_  
Email id \_\_\_\_\_

- 6. Banker of the Manpower Service Provider  
(attach certified copy of statement of A/C for the last three years)  
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Telephone Number  
of Banker. \_\_\_\_\_

- 7. PAN/GIR NO.  
(Attach self attested copy \_\_\_\_\_)
- 8. Service Tax Registration No.  
(Attach self attested copy \_\_\_\_\_)
- 9. EPF Registration No.  
(Attach self attested copy \_\_\_\_\_)

10. ESI Registration No.

(Attach self attested copy)\_\_\_\_\_

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

Financial Year	Amount (Rs. In Lakhs)	Remarks, if any
2015-16		
2016-17		
2017-18		

12. IT Returns for last 2 Assessment years.

13. Additional information if any.

(Attach separate sheet if space provided is insufficient)

14. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last 2 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. in lakhs)	Duration of contract	
		Type of manpower provided	Number of Manpower		From	To

15. Additional information, if any

(Attach separate sheet, if required)

Date:

Place:

Signature of authorized person

Name:

Seal:

## DECLARATION

- 1 I. \_\_\_\_\_ Son/Daughter/Wife of Sri \_\_\_\_\_  
Proprietor/Director/authorized declaration and execute this tender document.
2. I have carefully read and understood all the terms and 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

Date:

Name:

Place:

Seal:

## APPLICATION-FINANCIAL BID

For Providing Manpower Assistance to O/O CDVO, Jagatsinghpur

- 1 Name of tendering Manpower Service Provider.
- 2 Rate per person per month inclusive all statutory liabilities, taxes, levies, cess etc.

SL No.	Manpower Type	Monthly Rate per person in Rupees						
		3	4	5	6	7	8	9
		Take home honorarium	EPF	ESI	Other statutory dues if any	Service charges	Service tax	Total per person
1	Driver							
2	Data Entry Operator							
3	Laborer							

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.

1. 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.

## TERMS & CONDITIONS

### GENERAL: -

1. The agreement shall commence from **27.08.2018** and shall continue till **26.08.2019** 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 etc.
2. The agreement shall automatically expire on **26.08.2019**.
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 Office Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Office Authority.
5. The Manpower Service Provider will be bound by the details furnished by it to the Office 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 Office authority reserves the right to terminate the agreement during initial period also after giving 15 days notice to the Manpower Service Provider without assigning any reason thereof.
7. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less the minimum rate quoted in the financial bid and adduce such evidence as may be required by the Office concerned.
8. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning different Rules & Acts in respect of Manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the office concerned.
9. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The authority shall, in no way, be responsible for settlement of such issues whatsoever. In case the

grievances of the deployed person are not attended to by the Manpower Service Provider the deployed person can place their grievance before a joint Committee consisting of a representative of the Office concerned and an Authorized representative of the Manpower Service Provider.

10. The office concerned 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.
11. 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.
12. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
13. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with Office concerned 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.
14. 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 (Regulations and abolition) Act, 1970 if any, at his own part and cost, for the Manpower Service Provider employing more than 20 workmen.
15. 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 contributions towards provident Fund and Employees State Insurance, wherever applicable.
16. The persons deployed by the Manpower Service Provider should have good police records and no criminal case must be pending against them.

17. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the office concerned. 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 responsible 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 office concerned. 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 Office to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested photocopies of such documents shall be furnished to the Office.

22. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the Office authority concerned.

23. The Tax deduction at Source (TDS) 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 Office concerned.

24. In case, the Manpower service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Office Authority is put to any loss/obligation, monetary or otherwise, the Office concerned will be entitled to get it self-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.

25. 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 of statutory dues. The Office concerned 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 Office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance Security Deposit.

**FINANCIAL:-**

26. The Technical Bid should be accompanied with Tender Cost of **Rs.500/-** and Earnest Money deposit (EMD), refundable (without interest), of **Rs. 10,000/-(Rupees Ten thousand)** only in shape of Demand Draft/Bankers' Cheque drawn in favour of CDVO, Jagatsinghpur failing which the tender shall be rejected out rightly.

27. The Earnest 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 tendered if the agency fails to deploy the required manpower against the initial requirement maximum 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.

28. The successful tender will have to deposit a Performance Security Deposit of **Rs. 25,000/- (Rupees Twenty five thousand)** only in the form of Bank Guarantee from only Nationalized Bank Drawn in favour of the Chief District Veterinary Officer, Jagatsinghpur covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful tenders. The amount of performance security deposit is to be determined by the Office Authority taking into account the contractual obligation of the manpower service provider.

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 Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Office in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be release by the second week of the succeeding month.

31. The claims 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 Office Authority.

32. The amount of penalty calculated @ **Rs.100/-** per day on account of delay, if any, in providing a suitable for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.

33. 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.

34. 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.

35. All disputes shall under the jurisdiction of the court at the place where the headquarters of the Office Authority, who has executed the agreement, is located.

36. The successful bidder will enter into an agreement with this Office for supply of suitable and qualified manpower as per requirement of this Office on the above terms and conditions.