

DISTRICT PROJECT OFFICE

SARVA SIKSHA ABHIYAN (SSA): JAGATSINGHPUR

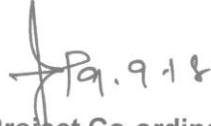
Letter No. 2059 / Date 19.09.18

File No. – 10/Estt./18.

Tender Notice

Sealed tenders are invited from interested reputed, well established & financially sound Manpower Service Providers for rendering services of 8 nos. of Data Entry Operators(DEOs) on remuneration @ Rs.5200/- per month at all Block Education Office, Jagatsinghpur District with the terms and conditions of Govt. of Odisha Finance Deptt. Notification No.49134/F, dt.-29/11/2010 for a period of one year. The tender document and detail information either may be downloaded from www.opepa.in / www.jagatsinghpur.nic.in with submission of a DD of any nationalized bank amounting to Rs.500/- in favour of District Project Co-ordinator, RTE-SSA, Jagatsinghpur payable at Jagatsinghpur or obtained from Finance Section, of the District Project Office, RTE-SSA, Jagatsinghpur during Office hour by submitting Rs.500/-(Rupees five hundred) on cash/DD only till dt.25.10.2018 which is non-refundable. The last date of receipt of tender is dt.26.10.2018 up to 1:00 PM by Speed post/Registered post only and the tender paper will be opened on the same day in the District Project Office, RTE-SSA, Jagatsinghpur at 4:00 PM in the presence of the bidders or their authorized representatives. The authority reserves the right to accept or reject any or all the tender without assigning any reason thereof.

By order of Collector-Cum-Chairman, RTE-SSA, Jagatsinghpur.


District Project Co-ordinator,
RTE-SSA, Jagatsinghpur



ANNEXURE - 1

TIME SCHEDULE OF TENDER DOCUMENT

For Providing Services of Data Entry Operator at Block Level of Jagatsinghpur District.

(A) Period of issue of Tender Document	Dt.20.09.2018 to dt.25.10.2018 Up to 5.00 PM From the Office of the District Project Co-ordinator ,RTE-SSA,Jagatsinghpur on Payment of Rs.500/-only.
(B) Last date and Time for Submission of Tender Document	Only through Speed post/Registered Post at District Project Office,RTE-SSA, Jagatsinghpur. From Dt.20.09.2018 to Dt 26.10.2018.
(C) Last date and time for submission of Tender Document	Dt.26.10.2018 ,1.00 PM
(D) Date and time for opening of (i) Technical Bids (ii) Financial Bids of bidders who qualified in the Technical stage.	Dt.-26.10.2018 at 03.00PM Dt.- 26.10.2018 at 04.00PM .After opening of technical Bid
(E) Date for commencement of deployment of required manpower	Dt.27.10.2018.


19.9.18



CONTENTS OF TENDER DOCUMENT

<u>Sl.No.</u>	<u>Description</u>	<u>Page No.</u>
01.	Scope of work and general instructions for Service bidders.	
02.	Technical specifications for the service provider and the Manpower to be deployed in the District by the service provider.	
03.	Tender Application - Technical Bid.	
04.	Tender Application - Financial Bid.	
05.	Terms and Conditions.	
06.	Chronological order for arrangement of documents.	



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 at least 2 years' experience in providing manpower to Government Deptts.
 - (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.
 - (g) The Technical manpower Service Provider should have a registered local office in the Jagatsinghpur District.
 - (h) The Manpower Service Provider Agency should submit an affidavit to the fact that their Agency has not been blacklisted at any point of time.
 - (i) A copy of Audit statement of accounts for last three financial years must be submitted by the Manpower Service Provider Agency without fail.



**TECHNICAL REQUIREMENTS FOR MAN POWER TO BE DEPLOYED BY THE
SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE DISTRICT:-
JAGATSINGHPUR.**

A. The qualification of Data Entry Operator (DEO) 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.
3. Age not more than 32 years as on 1.12.2017 (5 years relaxation will be given ST/SC/Women/PWD Candidates).
4. Minimum three year of work experience preferably in any office of SSA.



APPLICATION-TECHNICAL BID

APPLICATION- TECHNICAL BID

For Providing Manpower Services to District:-_____

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

5. (A).Full address of Registered Office

Telephone No,_____

Fax No,_____

E-Mail Address. _____

- (B).Full address of Registered Office

Telephone No,_____

Fax No,_____

E-Mail Address. _____

6. Name & Telephone no of Authorized Officer/person to liaise with Field Office(S)



7. Banker of the Manpower Service Provider
(attach certified copy of statement of A/C for the last three years)

Telephone Number
of Banker. _____

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

9. Service Tax Registration 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.(with certified copy from a Chartered Accountant)

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

13. Additional information if any.
(Attach separate sheet if space provided is insufficient)

(Handwritten signature)



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 in sufficient, a separate sheet may be attached) with order supply and carry agreement executed.

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	No		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 Shri _____
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 District. _____

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

SL No.	Manpower Type	Monthly Rate per person						
		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	Data Entry Operator							

1. Home take honorarium per person per month for D.E.O.is Rs.5,200/-

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.

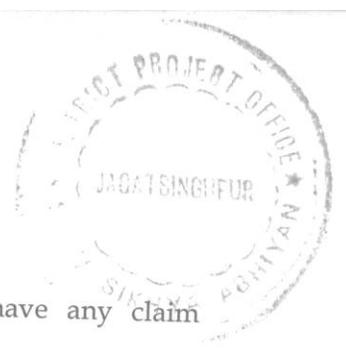
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each Manpower.



TERMS & CONDITIONS.

GENERAL; -

1. The agreement shall commence from 27.10.2018 and shall continue till 26.10.2019 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.(shall be notified by the authority)
2. The agreement shall automatically expire on 26.10.2019.
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 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 Authority.
5. The Manpower Service Provider will be bound by the details furnished by it to the 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 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. The Manpower Service Provider shall nominate a coordinator in the District who shall be responsible for immediate interaction with the District so that optimal services of the persons deployed can be availed without any disruption.
8. 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 District.
9. 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 District.
10. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The District 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 district and an Authorized representative of the Manpower Service Provider.
 11. The District Authority 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.
 12. 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.
 13. 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.
 14. 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 required to be submitted by the Manpower Service Provider.
 15. 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.
 16. 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.

17. The persons deployed by the Manpower Service Provider should have good police records and no criminal case must be pending against them.
18. 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 district. 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 District. The district 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 District to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. .Attested Xerox copies of such documents shall be furnished to the District.

Note: - Registration/License under the contract Labour (Regulation and Abolition) Act' 1970 is applicable to Manpower Service Provider employing more than 20 workmen.



22. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the District or any other authority under Law.
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 District.
24. In case, the Manpower service Provider fails to comply with any liability under appropriate law, and as a result thereof, the District is put to any loss/obligation, monetary or otherwise, the District 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 District 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 district 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.20,000/-(Rupees Twenty thousand)only in shape of Demand Draft/Pay order drawn in favour of DPC,RTE-SSA, Jagatsinghpur pay able at 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 within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice.
28. The successful tenderer will have to deposit a security amount equivalent to one month employee cost including statutory dues of all the personnel Provided the form of Bank Guarantee from any Nationalized Bank, drawn in favour of the D.P.C. 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 tenderer.
29. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the District in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month.
30. 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, at the discretion of the District.
31. 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.
32. 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.



33. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation or as per the direction of higher authorities.
34. All disputes shall be settled under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
35. The successful bidder will enter into an agreement with this district for supply of suitable and qualified manpower as per requirement of this District on the above terms and conditions.