

Model Bidding/Tender Documents
GOVERNMENT OF ORISSA
EXCISE DEPARTMENT

No. 5674 / Ex.,
IOE -175/2014

Date: 25.09.2014

Tender Notice for award of contract for providing of services of LMV Driver, for a period of one year.

Sealed tender are invited from reputed manpower agencies/service providers to provide the services of one LMV Driver for a period of one year on contract basis for day to day official work.

The detailed information for outsourcing the service of aforesaid posts has been given in the Tender Document which may either be downloaded from the website www.orissa.gov.in, Excise Department or obtained in person from Sri Shyama Prasad Pattanaik, Deputy Secretary to Government, Excise Department, Orissa Secretariat, Bhubaneswar-751001 on any working day between **11 A.M. to 4 P.M.** The last date and time for submission of Tender document is **9.10.2014 (date) by 4.00 PM.**

Sd/- (S.P. Pattanaik)

Deputy Secretary to Government.

Memo No. 5675 / Ex., Bhubaneswar, dated 25.9.2014

Copy alongwith enclosures forwarded to State Portal Group, I.T. Centre, Department of I.T. At-North Annex of the State Secretariat (Ground Floor), Bhubaneswar with a request to transmit the Notice in Government website of the Department.

Deputy Secretary to Government

Memo No. _____ / Ex., Bhubaneswar, dated 25.9.2014

Copy forwarded to All Departments with a request to display the Notice in their Notice Board for wide publicity.

Deputy Secretary to Government

Memo No. _____ / Ex., Bhubaneswar, dated 25.9.2014

Copy to Notice Board of Excise Department.

Deputy Secretary to Government

**GOVERNMENT OF ORISSA
EXCISE DEPARTMENT**

TENDER DOCUMENT

For providing Services of Jr. Stenographers, Jr. Clerks, Jr. Typists, *Drivers,*

Data Entry Operators, Attendants, Peon and Watchman

to the **Excise Department** by a Private

Manpower Service Provider

- (a) Period of issue of Tender Document : **25.9.2014 to 9.10.2014** during the Office hour except Govt. holidays.
- (b) Date and time for submission of Tender Document : **9.10.2014 up to 4.00 PM**
- (c) Date and time for opening of
(i) Technical Bids : **9.10.2014 at 4.30 PM**
(ii) Financial Bids of eligible Bidders : **9.10.2014 4.45 P.M**
- (d) Likely date for commencement of deployment of required manpower : **10.10.2014**

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SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Excise Department, Orissa Secretariat, Bhubaneswar-751001 requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of Data Entry Operators on contract basis for day to day official work.
2. The contract for providing the aforesaid manpower is likely to commence from **10.10.2014**(date) and would continue till **9.10.2015** (date). The period of the contract may be further extended beyond 9.10.2015 (date) provided the requirement of the Department for manpower persists at that time or may be curtailed/ terminated before **9.10.2015** (date) owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the 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 tentative requirement for(no.) Jr. Stenographers,(no.) Jr. Clerks,(no.) Jr. Typists,(no.) Drivers, **1** (nos.) Data Entry Operators,.....(no.) Attendants,(no.) Peon and(no.) Watchman. The requirements may increase/decrease in any/ all the categories.
4. The estimated cost of the contract is Rs. per annum for one Light Motor Vehicle Driver
5. The interested Manpower Service Providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. and other requisite documents by **9.10.2014** (date) upto 4.00 PM at Excise Department, Odisha Secretariat, Bhubaneswar-751001.
6. The various crucial dates relating to "**Tender for Providing Manpower Services to the Excise Department, Orissa Secretariat, Bhubaneswar- 751009**" are cited as under :
 - (a) Period of issue of Tender Document : **25.9.2014 to 9.10.2014 during the office hour except Govt. holidays.**
 - (b) Date and time for submission of Tender Document : **9.10.2014 upto 4.00 PM**
 - (c) Date and time for opening of
 - (i) Technical Bid : **9.10.2014 at 4.30 PM**
 - (ii) Financial Bids of eligible Tenders and Selection : **9.10.2014 at 4.45.P.M**
 - (d) Likely date for commencement of Deployment of required manpower : **10.10.2014**

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 super scribing "**Technical Bid for Providing Manpower Services to Excise Department**" and "**Financial Bid for Providing Manpower Services to Excise Department**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Manpower Services to Excise Department**".

8. The Earnest Money Deposit (EMD) of Rs. _____ /- (Rupees _____) only, refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft / Pay Order drawn in favour of Under Secretary, Excise Department, Secretariat, Bhubaneswar **failing which the tender shall be rejected summarily.**
9. The successful tenderer will have to deposit a Performance Security Deposit of Rs. _____ (Rupees _____ Only) in the form of Bank Guarantee from any Nationalized Bank drawn in favour of **Deputy Secretary, Excise Department, Secretariat, Bhubaneswar** 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.
10. The tendering Manpower Service providers are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the State Governments/Central Government), along with the Technical Bid, **failing which their bids shall be summarily/out rightly rejected and will not be considered any further :**
 - (a) Registration certificate 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 certificate;
 - (f) Certified extracts of the Bank Account containing transactions during last three years.
11. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**
12. 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.
13. The Technical bids shall be opened on the scheduled date and time at **4.30 PM** on **9.10.2014** (date), in the office room of Deputy Secretary, Excise Department, Secretariat, Bhubaneswar, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
14. The Financial Bid of only those tenderers will be opened whose Technical bids are found in order. The Financial bids shall be opened at **4.45 PM** on **9.10.2014** (date) in the office room of Deputy Secretary, Excise Department, Secretariat, Bhubaneswar, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
15. The Competent Authority of the Excise Department reserves the right to annul all bids without assigning any reason.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specifications:
 - (a) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of the user Department/Office. Besides, if the department/Head of Department/Controlling Officer are procuring manpower for deployment in their Field Office(s), then the manpower service provider should provide the name, designation and contact number of the person to liaise with the said Field Office(s).
 - (b) They should be registered with the appropriate registration authority;
 - (c) They should have at least **two/three years'** experience in providing manpower to Government Departments, Public Sector Companies/ Banks, etc;
 - (d) They should have their own Bank Account;
 - (e) They should be registered with Income Tax and Service Tax departments;
 - (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) Minimum turn-over requirement. (To be assessed by the Department / Office keeping in view the present contract)
 - (i) Execution of contracts of similar type (minimum value to be prescribed) during preceding 3 years of value equal or more than 60% of the estimated cost of the present contract.

TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED**BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE
EXCISE DEPARTMENT, SECRETARIAT**

1. She/he should be above 18 years of age and not exceeding 40 years.
2. The Minimum Educational Qualification for Jr. Stenographers, Jr. Clerks, Jr. Typist, Data Entry Operators will be graduation in any discipline and for **Driver**, Attendant Peon and Watchman will be 10th pass.
3. The Jr. Stenographer should have a stenographic speed of 80 words per minute in English, and should be well conversant with computers and essentially well trained in MS Office and internet.;
4. The Jr. Clerk should be well conversant with computer and well trained in MS Office and Internet.
5. The Typist should have a typing speed of 40 words per minute and should also be well conversant with computers and essentially well trend in MS Office and internet.;
6. The Data Entry Operator should have a speed of 4000 characters per minute in English and should be well conversant with computers and essentially well trained in MS office, internet and LAN function;

**APPLICATION - TECHNICAL BID
For Providing Manpower Services to Excise Department.**

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/
Director :

4. Full Address 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 :
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. 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)	Remarks, if any
2007-08		
2008-09		
2009-10		

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 three years in the following format

(if the space provided is insufficient, a separate sheet may be attached) :

Sr. 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

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

Signature of authorized person

Name:

Seal :

Date:

Place:

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 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

Name:

Seal :

Date:

Place:

APPLICATION – FINANCIAL BID
For Providing Manpower Assistance to Excise Department

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

Sl. No.	Manpower Type	Monthly Rate per person						
		*Take home remuneration	EPF	ESI	Other statutory dues if any	Service charge	Service tax	Total per person
1.	Jr. Stenographer							
2.	Jr. Clerk							
3.	Jr. Typist							
4.	Data Entry Operator							
5.	Driver							
6.	Attendant/Peon Watchman							

*Minimum take home remuneration per person should be Rs.5200/- for Jr. Stenographer, Jr. Clerk, Jr. Typist, DEO and Driver and Rs.4400/- for Attendant, Peon and Watchman etc.

Signature of authorized person

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 **10.10.2014** --(date) and shall continue till **9.10.2015** -- (date) 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 **9.10.2015**.....(date) 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 subcontract 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 Department, at present, has tentative requirement of...(no.)skilled Jr. Stenographers,..(no.) Jr. Clerks..(no.)Jr. Typists,(no.)Data Entry Operators, **1 (no.)Driver**,...(no)Attendant (no.) Peon and(no.) Watchman on urgent basis. The requirement of the Department may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower services, if required, on the same terms and conditions.
6. 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.
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 persons deployed shall be required to report for work at 10.00 AM to the Under Secretary or Deputy Secretary or such other Officer as may have been kept in charge of the Office Establishment of the Office concerned and would leave at 5.00 P.M. and may also required to work beyond 5.00 PM 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 occasions, proportionate deduction from the remuneration for one day will-be made.
9. In case the person deployed is asked to work beyond 8 PM, he/she shall be entitled to late sitting-cum-refreshment compensation of Rs. 50/- (fifty) per day.
10. 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.
11. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Department so that optimal services of the persons deployed could be availed without any disruption.
12. The entire financial liability in respect of manpower services deployed in the Department or Office concerned shall be that of the Manpower Service Provider and the Department or Office concerned will in 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 Department or Office concerned.
13. 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 persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Department or Office concerned.
14. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Department 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 Department or Office concerned and an Authorized representative of the Manpower Service Provider.

15. The Department 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.

16. 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.

17. 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.

18. 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.

19. 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. *

20. 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.

21. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.

22. 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 Department or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

LEGAL

23. 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.

24. 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 Department or office concerned. The Department or office concerned shall have no liability in this regard.

25. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Department or office concerned 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 Department or office concerned.

26. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Department or office concerned or any other authority under Law.

27. 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 Department or office concerned.

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

28. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Department or the office concerned is put to any loss / obligation,