



Government of Odisha

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**DISTRICT PLANNING AND MONITORING UNIT, SUNDARGARH
(PLANNING WING)**

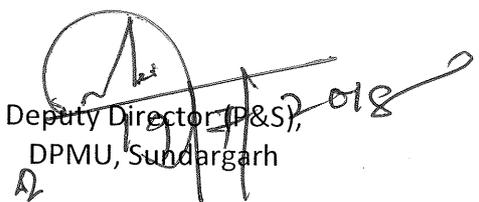
E-Mail: dposundargarh@gmail.com, Phone: 06622-273345

No. 1504 Date 19/7/18

**Tender Notice for award of contract for providing of services of Data Entry
Operator w. e. f. 16.08.2018 to 28.02.2019**

Sealed tender are invited from reputed Manpower Agencies/ Service providers to provide the service of 1 (one) number of Data Entry Operator w.e.f. 16.08.2018 to 28.02.2019 through a suitable placement agency on contract basis for day to day official work of District Planning & Monitoring Unit (DPMU), Planning Wing, Sundargarh.

The detailed information for outsourcing the service of aforesaid post has been given in the Tender Document which may either be downloaded from the website www.sundargarh.nic.in or obtained in person from District Planning & Monitoring Unit (DPMU), Planning Wing, Sundargarh on any working day from 19.07.2018 between 11 A.M. to 4 P.M. The last date and time for submission of Tender document is 06.08.2018 by 4.00 PM and the tender will be opened on 07.08.2018 at 11.30 AM in the office chamber of Deputy Director (P&S), DPMU, Sundargarh.


Deputy Director (P&S),
DPMU, Sundargarh

TENDER DOCUMENT

For providing Services of Data Entry Operator to the District Planning & Monitoring Unit (DPMU), Planning Wing, Sundargarh by a Private Manpower Service Provider

- a) Period of issue of Tender Document : From 19.07.2018 to 06.08.2018
between 11 A.M. to 4 P.M.
- b) Date and time for submission of Tender Document : From 19.07.2018 to 06.08.2018
between 11 A.M. to 4 P.M.
- c) Date and time for opening of
(i) Technical Bids : 07.08.2018 at 11.30 A.M.
(ii) Financial Bids of eligible Bidders : 07.08.2018 at 11.30 A.M.
- d) Likely date for commencement of deployment of required manpower: 16.08.2018

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C. A.

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The District Planning & Monitoring Unit (DPMU), Planning Wing, Sundargarh requires the services of reputed, well established and financially sound Manpower Service Providers to provide services Data Entry Operator on contract basis for day to day official work.
2. The contract for providing the aforesaid manpower is likely to commence from 16.08.2018 and would continue till 28.02.2019. The contract may be curtailed/ terminated before 28.02.2019 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the DPMU's requirements. The Deputy Director (P&S), DPMU, Sundargarh however, reserves right to terminate this initial contract at any time after giving 15 (fifteen) days notice to the selected Service Provider.
3. The DPMU, Sundargarh has tentative requirement for 1 (one) number of Data Entry Operator and the requirement may increase/ decrease.
4. The estimated cost of the contract is Rs.80,379/- (approximately).
5. The interested Manpower Service Providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.1000/- and other requisite documents by 06.08.2018 up to 4.00 PM at District Planning & Monitoring Unit (DPMU), Planning Wing, Sundargarh.
6. The various dates relating to Tender for Providing Manpower Services to the District Planning & Monitoring Unit (DPMU), Planning Wing, Sundargarh are cited as under

Period of issue of Tender Document	From 19.07.2018 to 06.08.2018 between 11 A.M. to 4 P.M.
Date and time for submission of Tender Document	From 19.07.2018 to 06.08.2018 between 11 A.M. to 4 P.M.
Date and time for opening of (i) Technical Bids (ii) Financial Bids of eligible Bidders	07.08.2018 at 11.30 A.M. 07.08.2018 at 11.30 A.M.
Likely date for commencement of deployment of required manpower	16.08.2018

7. 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 DPMU, Planning Wing, Sundargarh**" and "**Financial Bid for Providing Manpower Services to DPMU, Planning Wing, Sundargarh**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Manpower Services to DPMU, Planning Wing, Sundargarh**".
8. The Earnest Money Deposit (EMD) of Rs.1000/- (Rupees one thousand 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 the **Deputy Director (P&S), DPMU, Sundargarh failing which the tender shall be rejected summarily**.
9. The successful tenderer will have to deposit a Performance Security Deposit of Rs.12500/- (Rupees twelve thousand five hundred only) in the form of Bank Guarantee from any Nationalized Bank drawn in favour of **Deputy Director (P&S), DPMU, Sundargarh** 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 Gazetted Officer 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 GST Certificate;
 - c. Copy of PAN / GIR card;
 - d. Copy of the IT return filed for the last three financial years;
 - e. Copies of EPF and ESI certificates;
 - f. Copy of the Service Tax registration certificate;
 - g. 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 i.e. at 11.30 A.M. on 07.08.2018, in the office Chamber of the Deputy Director (P&S), DPMU, Statistics Wing, Sundargarh in the presence of the tenderer/ 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 11.30 A.M. on 07.08.2018 in the office chamber of the Deputy Director (P&S), DPMU, Statistics Wing, Sundargarh, 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 DD (P&S), DPMU, Sundargarh reserves the right to cancel all bids without assigning any reason.



TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

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 Sundargarh district. 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/ competent registration authority with GST registration certificate to work as Service Provider Agency;
- c) They should have at least **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 DISTRICT PLANNING & MONITORING UNIT (DPMU),
PLANNING WING, SUNDARGARH**

- 1) She/ He should be above 18 years of age and not exceeding 40 years.
- 2) The Minimum Educational Qualification for Data Entry Operator will be graduation in any discipline having sufficient computer knowledge with PGDCA certificate.
- 3) The Data Entry Operator should have a speed of 2500 characters per minute in English as well as Odia, should be well conversant with computers and essentially well trained in MS office, internet and LAN function;
- 4) She/ He must be physically fit and should be willing to work even in odd hours.

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APPLICATION - TECHNICAL BID

For Providing Manpower Services to
District Planning & Monitoring Unit (DPMU), Planning Wing, Sundargarh.

1. Name of Tendering Manpower Service Provider: _____

2. Details of Earnest Money Deposit:

DD No. _____ date _____ for 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. GST Certificate/ Registration No. _____ (Attach attested copy)

10. Service Tax Registration No. : _____ (Attach attested copy)

11. E.P.F. Registration No. : _____ (Attach attested copy)

12. E.S.I. Registration No. : _____ (Attach attested copy)

13. Financial turnover of the tendering Manpower Service Provider for the last 3 Financial Years.

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

14. Additional information, if any: (Attach separate sheet if space provided is insufficient)



15. Give details of the major similar contracts handled by the tendering Manpower Service

Provider during the last three years in the following format (At least Last three Contracts)

(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 Lakh)	Duration of Contract		Remarks
		Type of manpower provided	No.		From	To	

16. Additional information, if any: (Attach separate sheet if space provided is insufficient)

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.
4. I agree to deposit the required Security Deposit of Rs.9000/- (Rupees Nine thousand)
only within 10 days of selection, if selected for the contract by the Deputy Director
(P&S), DPMU, Sundargarh.

Signature of authorized person

Name:

Seal :

Date:

Place:



APPLICATION – FINANCIAL BID

For Providing Manpower Assistance to

District Planning & Monitoring Unit (DPMU), Planning Wing, Sundargarh.

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

BREAK UP OF THE REMUNERATION								
Sl. No.	Manpower Type	Monthly Rate per person						
		Take Home Remuneration*	EPF	ESI	Other statutory dues, if any	Service Charge	GST	Total Per Person
1	Date Entry Operator (DEO)							
* Gross amount payable to employee should be Rs.8880/- for DEO.								
Break up of the remuneration								
Rate of Wages (Including Employee share of EPF-12% and ESI-1.75%)	Employer Share		Service Charge	Sub Total	GST @ 18%	Total Cost per Person		
	EPF @ 13.15%	ESI @ 04.75%						
Rs. 8880/-	Rs.1168.00	Rs.422.00	Rs.10.00	Rs.10480.00	Rs.1886.00	Rs.12366.00		

Gross Amount payable to the Employee

Rate of Wages (Including Employee share of EPF-12% and ESI-1.75%)	Deduction of Employee Share			Net Payable
	EPF-12%	ESI-1.75%	Total	
Rs.8880.00	Rs.1066.00	Rs.156.00	Rs.1222.00	Rs.7658.00

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 at the end of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower as certified by the authority. Payment will be made after getting funds from the Government in Planning & Convergence Department, Odisha, Bhubaneswar.



TERMS & CONDITIONS

GENERAL

1. The Agreement shall commence from 16.08.2018 and shall continue till 28.02.2019 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.
2. The Agreement shall automatically expire on 28.02.2019 unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. 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.
4. The DD (P&S), DPMU, at present, has tentative requirement of one number of skilled Data Entry Operator.
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 at any point of time during the period of agreement also after giving 15 days notice to the Manpower Service Provider.
7. The persons deployed shall be required to report for work at 10.00 AM to the Deputy Director (P&S), DPMU, Sundargarh or such other Officer as may have been kept in charge 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.
8. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the DPMU, Sundargarh so that optimal services of the persons deployed could be availed without any disruption.
9. The entire financial liability in respect of manpower services deployed in the DPMU, Sundargarh shall be that of the Manpower Service Provider and the DPMU, Sundargarh 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 DPMU Authority.
10. 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 DD (P&S), DPMU, Sundargarh.
11. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The DPMU 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 DD (P&S), DPMU, Sundargarh and an Authorized representative of the Manpower Service Provider.
12. The DPMU 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.



13. 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.
14. 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.**
15. 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 before deploying to the DPMU, Sundargarh.
16. 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. *¹
17. 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.
18. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
19. The persons deployed should be Honest, polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the DPMU, Sundargarh. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

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



LEGAL

20. The person 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.
21. 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 person deployed by it in the DPMU, Sundargarh. The DPMU Authority shall have no liability in this regard.
22. 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 DD (P&S), DPMU, Sundargarh.
23. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the DPMU Authority or any other authority under Law.
24. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the DPMU is put to any loss / obligation, monetary or otherwise, the DPMU 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 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 DD (P&S), DPMU, Sundargarh 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 DPMU by the person 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 an Earnest Money Deposit (EMD), refundable without interest, of Rs.1000/- (Rupees one thousand only) in the form of Demand Draft drawn in favour of the DD (P&S), DPMU, Sundargarh **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 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.**
28. The successful tenderer will have to deposit a security amount of Rs.12500/-(approximate one month employee cost including statutory dues) in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the DD (P&S), DPMU, Sundargarh, covering the period of contract.
29. The successful tender will have to deposit a Performance Security Deposit of Rs.9000/-(Rupees Nine thousand) only in the form of Bank Guarantee from only Nationalized Bank drawn in favour of the Authority covering the period of contract.



30. 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.
31. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet received from the DPMU, duly verified by the DD (P&S), DPMU, Sundargarh in respect of the person 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 released by the second week of the succeeding month.
32. 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 DD (P&S), DPMU, Sundargarh.
33. 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.
34. 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.
35. 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 i.e. Collector, Sundargarh for his decision and the same shall be binding on all parties.
36. All disputes arising out of this agreement shall be under the jurisdiction of the court of law in Sundargarh.
37. The successful bidder will enter into an agreement with the DD (P&S), DPMU, Sundargarh for supply of suitable and qualified manpower as per requirement of this Department on the above terms and conditions.



DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID
(All ink signed Hard Copies)

1. Application – Technical Bid & Financial Bid,
2. Attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last three years;
4. Attested copy of GST Registration Certificate issued by competent authority
5. Attested copy of PAN / GIR Card;
6. Attested copy of the latest IT return filed by agency;
7. Attested copy of Service Tax registration certificate;
8. Attested copy of the P.F. registration letter / certificate;
9. Attested copy of the E.S.I. registration letter / certificate;
10. Certified documents in support of the Financial turnover of the agency;
11. Attested copy of Labour License/ Registration under Contract Labour (Regulation & Control) Act, 1970
12. Certified documents in support of entries in Point No. 14 of Technical Bid application;
13. Attested copy of Experience Certificate for providing Manpower services to Government Department/ Offices/ PSUs/ etc.
14. **Copy of the terms and conditions at page 12-15 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency as token of their acceptance.**

**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT
OF MANPOWER**

1. Details of the Person for deployment in DPMU, Sundargarh i.e. date of birth, marital status, address, educational qualification etc. (All ink signed Hard Copies)
2. Bio-data of the person. (All ink signed Hard Copies)
3. Any other document considered relevant.

