

QUOTATION FOR DEPLOYMENT OF MANPOWER FOR PROVIDING 03  
PERSONS FOR THE POST OF PEON & 06 PERSONS FOR WATCH & WARD  
SERVICE AT ATTABIRA, BHEDEN, BHATLI, SOHELLA, PADAMPUR AND  
PAIKMAL SUB-TREASURY

CLOSING DATE OF SUBMISSION OF QUOTATION -**23.12.19** UP TO 5 P.M.

DATE OF OPENING OF TECHNICAL DOCUMENTS-**24.12.19** AT 4 P.M.

DATE OF OPENING OF FINANCE BID DOCUMENTS-**27.12.19** AT 4 P.M.

## QUOTATION CALL NOTICE

Date: .....

To

The Treasury Officer,  
District Treasury, Bargarh.

Ref: - QUOTATION CALL NOTICE NO..... Date .....

Sub: Quotation for deployment of personnel for peon at Bargarh, Barpali & Paikmal & watch & ward at Attabira, Bheden, Bhatli, Sohela, Padampur & Paikmal Sub-Treasury office.

Dear Sir,

I/We (Name of the quotationer) offer to provide services of peons and watch and ward as indicated in the above Quotation Notice and Quotation documents at the rates quoted hereunder and hereby bind myself/ourselves to execute the work as per the scope stipulated in the Quotation Documents.

I/We have read the conditions of the quotation documents attached hereto and agree to abide by such conditions.

I/we bind myself /ourselves to furnish the required watch & ward deposit, execute agreement in the format prescribed by the Treasury Officer, District Treasury, Bargarh, failing which I/We shall have no objection to the forfeiture of the earnest money deposited by me/us with the Treasury Officer, District Treasury, Bargarh and rescinding of the contract/agreement and to bear all the liabilities for such failure.

Encl: List of documents.

1.Part-I Technical bid(Annexure-I)

2.Part-II Financial bid(Annexure-II)

SIGNATURE & SEAL OF AGENCY

Address

## (QUALIFYING BID)

**SCOPE OF WORK:**

The peon will perform the duties assigned to him by the Treasury Officer. He will attend office regularly on working days from 10.00a.m and will remain present till closure of office and as and when required by the Treasury Officer.

The works of peon is to do works for smooth functioning of office like returning drafts to staffs, to keep postal receipts, To submit accounts, to attend office bell, To take delivery of mails ,parcels, to attend to all official works entrusted by staffs, to carry files daks, official papers as required and to do all works as entrusted by the treasury Officer.

The WCS is to keep a watch at office from 5 P.M. to 10 A.M. everyday& to keep the entire office premises clean daily at Attabira, Bheden, Bhatli, Sohela, Padampur & Paikmal Sub-Treasury office.

**ELIGIBILITY CRITERIA:**

1. The agency ought to have valid EPF code,ESI in its name issued by RPFC, Odisha Circle, Service Tax Registration certificate,ESI Registration certificate and Labour license issued by the competent authority.
2. The agency preferably may have provided personnel for similar nature of works at least two to three govt. establishments..Supporting documents may be submitted.

**BID SYSTEM:**

The bidding will be on two bid system i.e. Technical bid in part-I(ANNEXURE- I) and Financial bid in part-II ( ANNEXURE-II)

**RIGHT TO REJECTION:**

- a) The agency is expected to quote competitive rate for deployment of personnel after careful analysis and the rate of service charges. In case it is noticed that the rates quoted by the agency for any category is unusually high, it will be a sufficient cause for rejection of the quotation unless the Treasury Officer, District Treasury, Bargarh is convinced about the reason of the rates on analysis of such rate.
- b) The Treasury Officer, District Treasury, Bargarh reserves the right to reject any or all the quotation received without assigning any reason thereof and the agency shall not be entitled to any cost ,charges or expenses incidental to or connected with preparation and submission of his quotation documents .
- c) Canvassing in connection with quotation/documents contacting uncalled for remarks are liable to be rejected.
- d) Quotation with any modification(s) and /or special condition(s) of the agencies or with any rider is liable to rejection.
- e)

**WITHDRAWAL OR MODIFICATION OF QUOTATIONS:**

No request for withdrawal or modification will be entertained after the last date of submission of Quotation.

**EMD:**

- a) The technical bid must be accompanied with an EMD of Rs.20000/- (Rupees Twenty Thousand Only) as per the quotation notice in shape of Bank Draft drawn in favour of the Treasury Officer, District Treasury, Bargarh payable at S.B.I., Bargarh Main Branch. No interests will accrue on the earnest money.
- b) Quotation without prescribed earnest money will be rejected.
- c) The earnest money will be refunded in case of quotation process is cancelled by the Treasury Officer, District Treasury, Bargarh.
- d) The earnest money deposit of successful agency, if awarded with work, will be kept with the Treasury Officer, District Treasury, Bargarh till the term of the agreement and will be refunded within 30 days from the termination of the contract agreement.
- e) The earnest money deposit of the un-successful agencies will be refunded immediately without interest after the execution of the contract agreement with the selected agency.**
- f) The EMD will be forfeited if the Agency refuses to take up the work at the quoted price.

**AGREEMENT:**

It shall be the responsibility of the successful agency to submit the signed copies of the agreement to the Treasury Officer, District Treasury, Bargarh within fifteen days from the issue of letter of intent/work order.

**SUB-LETTING OF WORK IN WHOLE OR PART**

The agency shall not assign the job or any part thereof, any share of interest therein, or money due there under, or sub-let the work/job or a portion thereof, in any manner whatsoever. The contract is liable to be rejected at the option of Treasury Officer, District Treasury Bargarh in such a case.

**SUPERVISION OF WORK BY AGENCY**

The agency shall have the sole and exclusive responsibility for supervision of the work of the peons & watch & ward personnel. It shall also be obligatory on the part of the agency to deploy personnel for the job.

**INSPECTION OF WORKS:**

The proprietor/representative of the agency/firm will meet the Treasury Officer, District Treasury, Bargarh once in a month i.e. 1<sup>st</sup> Monday-11.30 hrs. for review of performance and briefing.

**INSTRUCTION FOR SUBMISSION OF QUOTATION WITH REQUIRED DOCUMENTS:**

- (a) The quotation shall be submitted with EMD in part-I i.e. Technical bid (ANNEXURE-I) and part-II i.e. Financial Bid( Annexure-II) in two separate sealed envelopes subscribed with technical and financial bid as the case may be and name and address of the quotationer. Both the envelopes i.e. part-I and Part-II envelopes along with EMD shall be put in another envelope, which shall be subscribed with "Quotation for deployment of watch & ward" along with name and address of the agency and should bear the address of "The Treasury Officer, District Treasury, Bargarh". The agency should mention his /her complete postal address and telephone number, fax number, e-mail address etc. on the bottom left hand side of the envelope. The agency may submit any other details that he may like to furnish. The quotation documents should be dropped in the Quotation Box placed in the office premises of Treasury Officer, Bargarh.
- (b) Quotations received after the due date and time shall not be received by the Treasury Officer, District Treasury, Bargarh.
- (c) Both the bids complete in all respects (Technical & Financial) should reach the undersigned on or before 5 P.M. dated 23.12.2019. The technical bid shall be opened on 24.12.2019 at 4 P.M. in the presence of the agency/ their authorized representatives in the office premises of Treasury Officer, Bargarh. The date of opening of the financial bids shall be intimated to those firms who shall qualify the technical bid.
- (d) The Agency shall submit along with the quotation document their own valid EPF Code Certificate issued by RPFC, Odisha either in original or true copy, Service Tax Registration Certificate, ESI Registration, VAT clearance certificate, Certificate with latest deposit challan copy, Firm Registration Certificate, photocopy of PAN Card along with copies of the acknowledgement of Annual I.T. return of the firm for the last three financial years, Service Tax Registration Certificate & copy of the labour license issued by the competent Authority. The agency should also submit the experience certificate if any.
- (e) An undertaking that the agency will be able to deploy the requisite man power at the allotted location immediately after execution of the contract agreement between the Treasury Officer District Treasury Bargarh and the selected agency.
- (f) The Treasury Officer District Treasury Bargarh shall not be liable for any delay in receipt of the Bid by the agencies and no extension of time to the date of quotation opening shall be given for this reason.
- (g) The Agency failing to submit all the specified documents shall be summarily rejected.
- (h) The agency will submit the copy of last challan in support of deposit of ESI and EPF in favour of deployed personnel's positively along with the monthly bill submitted for payment.

**GENERAL CONDITIONS:**

- a) No personnel deployed by the Agency shall be paid less than the minimum wages fixed as prescribed by Govt. prevalent at the time of finalization of the bid.
- b) Statutory dues at appropriate rate as per rules etc. shall be given to each personnel by the Agency.
- c) Income tax, Surcharge and Education Cess as applicable Will be recovered at source on the billed amount
- d) The Treasury Officer, District treasury Bargarh. Will make monthly payment to the Agency for the service rendered and the Agency will bear/pay all other benefits/statutory dues etc.

**NOTICE AND COMMUNICATION:**

- a) The Agency is required to state his/her correct full address in the document. All notices, communications to any agency by the Treasury Officer, District Treasury Bargarh shall be deemed to have been sent or served if delivered or left at or posted to the agency and shall be deemed to have been so performed on the day on which they were so delivered or left
- b) All notice and communications addressed by the Treasury Officer District Treasury Bargarh to the Agency, concerning the work to be executed under the contract shall be in writing.

**OFFICE OF THE TREASURY OFFICER, DISTRICT TREASURY BARGARH,**

**ANNEXURE-I****PART-1, TECHNICAL BID**

1. Name of the Agency
2. Detail Address of the  
Registered Office & Branch Office.  
  
Phone No., FAX No., E-mail ID etc.
  - i. Registered Office
  - ii. Branch Office

3. Details of Previous Experience

SL.NO, Name of the Organization Value of Contract Period

- I.
- II.
- III.

(Performance Certificate from previous organization in support of similar experience of three years to be enclosed)

4. No. of Personnel on the roll :  
(Copy of latest deposit attested challan of EPF to be enclosed)

(Copies of income tax return of last three years and attested Xerox copy of own valid EPF code issued by the RPFC, Govt. of India should be attached).

5. Earnest Money deposit

Name of the Bank

(A) Draft no.

(B) Date

(C) Amount

6. Whether having STC Certificate  
(Xerox copies of Certificate to be closed)

7. Whether having CEST registration and ESI  
Registration (Enclose challan copies of latest  
deposits)

8. Whether the undertaking to the effect that the  
Agency shall deploy the requisite man-power  
at the O/O the District Treasury Bargarh .  
within 30 days of issue of LOI.

9. Other documents as at Clause (d) of "Instruction for Submission of Quotation with  
Required Documents" should be furnished.

#### **11. CERTIFICATE TO BE GIVEN BY THE QUOTATIONER**

Certified that the above mentioned particulars are correct and true to the best of my/our  
knowledge. In case any statement made above is found not correct, my/our quotation  
may be rejected by the Treasury Officer, District Treasury Bargarh.

My/Our price is based on the basis of our full understanding about the job.

It is to confirm that our offers shall be valid for 90days from the date of opening of the  
qualifying bid.

I/we also authorize the Treasury Officer, District Treasury Bargarh. To forfeit  
my earnest money in case I/We fail to execute the job for whatever reason, if my/our  
quotation is accepted

SIGNATURE OF THE  
QUOTATIONER WITH SEAL

**Part-II**

**ANNEXURE- II**

**FINANCIAL BID FOR DEPLOYMENT OF PEON AND W.C.S SERVICE:**

1. Name of the Agency/Firm
  
2. Monthly remuneration per month for each personnel (excluding service charge and any other applicable taxes):-
  
3. Percentage of service charge  
Payable :- ( To be mentioned in figure and words)
  
4. PAN No:-
  
5. Service tax Registration No.:-
  
6. Details of break-up of monthly remuneration  
Per person per month:-

Place

Date:- Signature of the Quotationer

With seal: