

**DISTRICT WELFARE OFFICE: SAMBALPUR**  
Phone: 0663-2410343 Email: [dwsambalpur123@gmail.com](mailto:dwsambalpur123@gmail.com)

No 4001 / SSD dt18.12.2020

**TENDER / QUOTATION CALL NOTICE**

**SEALED TENDERS** are invited from SERVICE PROVIDING AGENCIES to provide (i) **MANPOWER**, (ii) HOUSEKEEPING, CLEANING & SWEEPING SERVICES, (iii) SECURITY SERVICES & (iv) CATERING SERVICES and **SEALED QUOTATIONS** are invited from INTENDING MANUFACTURERS / AUTHORIZED DEALERS / ORDER SUPPLIERS / COOPERATIVE SOCIETIES having VALID DOCUMENTS for supply of DIFFERENT MATERIALS for the URBAN HOSTEL COMPLEXES at **KAINSIR AND BURLA, SAMBALPUR**. For details, please visit official website of Sambalpur District i.e. [www.sambalpur.nic.in](http://www.sambalpur.nic.in).

The Authority reserves the right for cancellation / modification of the Tender / Quotation & Service / Procurement process without assigning any reason thereof.

**By order of Collector, Sambalpur**

  
**District Welfare Officer, Sambalpur**

**TENDER DOCUMENT**

**FOR**

**HIRING OF MANPOWER SERVICE PROVIDER FOR  
PROVIDING SERVICE OF ASSISTANT HOSTEL  
SUPERINTENDENT, HOSTEL WARDEN, SUPPORT STAFF  
AND COOK cum ATTENDANT FOR URBAN HOSTEL  
COMPLEXES AT KAINSIR (500 SEATED GIRLS' HOSTEL)&  
BURLA(500 SEATED BOYS' HOSTEL)**

## Section - I

### SCOPE OF WORK AND GENERAL INSTRUCTIONS FORBIDDERS

1. The District Welfare Officer, Sambalpur on behalf of Collector & District Magistrate, Sambalpur requires the service of reputed, well established, financially sound and registered Manpower Service Provider to provide services of Asst. Superintendent, Hostel Warden, Office Assistant and Cook cum Attendant on contract basis to manage the day to day hostel affairs of Urban Hostel Complexes at Kainsir and Burla.
2. The contract for providing the aforesaid manpower will be for a period of one year from the date of effectiveness of contract. The period of the contract may be further extended provided the requirement of the client for manpower persists at that time or may be terminated owing to deficiency in service or because of change in the Department's requirements. Dist. Welfare Officer, however, reserves right to terminate this initial contract at any time after giving **15 days** notice to the selected Service Provider.
3. DWO, Sambalpur has the tentative requirements of the manpower as specified below:
  - (i) **Asst. Superintendent: 2 Nos** (One female for Girls' hostel at Kainsir for 500 Girl Boarders and one male for Boys' hostel at Burla for 500 Boy Boarders)
  - (ii) **Hostel Warden: 04 Nos** (Two female for Girls hostel at Kainsir for 500 Girl Boarders and Two male for Boys hostel at Burla for 500 Boy Boarders)
  - (iii) **Support Staff: 02 Nos**(1 female for Girls' hostel and 1 Male for Boys' hostel)
  - (iv) **Cook-cum-Attendant: Male for Boys hostel and female for Girls hostel**(**Maximum amount per month is Rs.50,000/- per hostel**).

**The said service will be utilized if no catering agency is selected or catering provision cannot be made.**

The requirements may increase/decrease in any/ all the categories. The eligible bidders, those have the capability of providing all types of manpower as per the prescribed technical parameters in the tender document, are allowed to participate in the selection process. Part bids will not be taken into consideration.

4. The interested Manpower Service Providers should submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of **Rs.30,000 (Thirty Thousand Only)** in shape of Demand Draft only drawn in favour of DWO, Sambalpur payable at Sambalpur **through Speed Post / Registered Post** only so as to reach **office of the District Welfare Officer, Sambalpur** by **20.01.2021**The authority will not be responsible for any postal delay. Bids sent through any other means will be summarily rejected.

5. **The Tender will be opened on 21.01.2021 at 11.00 A.M in the Conference Hall, Collectorate, Sambalpur in the presence of the bidder or their authorized representative.** The Financial Bids will be opened on **21.01.2021 at 04.00 PM in the Conference Hall, Collectorate, Sambalpur.** The Financial Bid of only those bidders will be opened whose technical bids are found acceptable.
6. 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 District Welfare Officer, Sambalpur**" and "**Financial Bid for providing Manpower Services to District Welfare Officer, Sambalpur**". Both sealed envelopes must be kept in a sealed third envelope super scribing "**Tender Document for providing Manpower Services to District Welfare Officer, Sambalpur**".
7. An **Earnest Money Deposit (EMD) of Rs.30,000/- (Rupees Thirty thousand only), (refundable without interest)**, should necessarily be accompanied with the technical bid in shape of Demand Draft only drawn in favour of "District Welfare Officer, Sambalpur" payable at Sambalpur, failing which the tender shall be out rightly rejected. Further, the Bidder must submit **Tender Cost of Rs 3, 000/- (Rupees Three thousand only)** in shape of Demand Draft only drawn in favour of "District Welfare Officer, Sambalpur" payable at Sambalpur, failing which the tender shall be out rightly rejected.
8. The successful bidder will have to deposit a Performance Security Deposit of **10% of the Contract value** in shape of Demand Draft only **in favour of "District Welfare Officer, Sambalpur"**. However, the EMD submitted by the Agency at the time of submission of tender may be adjusted to the performance security amount. If the Agency fails to execute the contract, the security money will be forfeited. The security money will be refunded after successful execution of the contract.
9. The Manpower Service Providers are required to enclose self-attested photocopies of the following documents duly sealed along with the Technical Bid, failing which their bids shall be out rightly rejected and will not be considered.
  - (i) Copy of GST Registration Certificate of the applicant organization;
  - (ii) Copy of PAN card
  - (iii) Copy of EPF Registration Certificates along with extracts of the Bank Account containing transactions during last three 3 years as on 31.03.2020.
  - (iv) Copy of ESI Registration Certificates along with extracts of the Bank Account containing transactions during last three 3 years as on 31.03.2020
  - (v) Audited Financial Statement for the last three financial years(2017-18, 2018-19 and 2019-20)

- (v) Copies of the work orders from the Govt. Agencies for providing manpower services during the last three financial years (2017-18, 2018-19 and 2019-20)

10. The conditional bids shall not be considered and will be out rightly rejected.
11. All entries and pages in the tender form should be legible and filled clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory is to 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 must be initialed by the authorized signatory.
12. The quoted rates shall not be less than the minimum wage fixed/notified by the Government of Odisha and shall include all statutory obligations. The Service provider shall be liable for all kinds of dues payable in respect of the personnel provided under the contract and the government shall not be liable for any dues for availing the services of the personnel. The monthly bills will not be released until the service provider produces proof of up to date payment of EPF & ESI contribution.
13. The Collector & District Magistrate, Sambalpur reserves the right to reject any / all bids and terminate the tender process without assigning any reason thereof.

Section - II  
**TECHNICAL REQUIREMENTS FOR THE BIDDER  
 TO PROVIDE MANPOWER SERVICES**

01. The Bidder should fulfill the following technical Qualifications to participate in the tender process:
- (i) The registered office of the manpower service provider must be located within the jurisdictional area of Sambalpur.
  - (ii) It must have at least five years of past experience (from the last date of submission of tender) in providing manpower to Central / State Government Departments.
  - (iii) It must have its own Bank Account in any of the nationalized bank.
  - (iv) It must be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance.
  - (v) Must have annual average financial turnover of **Rs.30.00** Lakh in last 3 financial years (2017-18, 2018-19 and 2019-20). Copies of Audited Financial Statement for the concerned period must be provided.
  - (vi) Tender Cost of Rs. 3, 000/- is to be enclosed in shape of Demand Draft only in favour of DWO, Sambalpur payable at Sambalpur.

**TECHNICAL REQUIREMENT FORMANPOWER TO BE DEPLOYED BY THE  
 SUCCESSFUL MANPOWER SERVICE PROVIDER IN URBAN HOSTEL  
 COMPLEXES at KAINSIR AND BURLA, SAMBALPUR**

Sl No	Manpower	Requirement	Age	Qualification and Experience	Remuneration per month inclusive of all taxes like EPF, ESI, GST etc
01	Asst. Superintendent	02 Nos Male - 1 Female - 1	Mustnot be less than 30 years and more than40 years of age as on 30.11.2020	(1) Must be full time Regular MBA (HR) from a recognized university or equivalent. (2) PGDCA & well conversant with computers. (3) 5 years Working experience in any Managerial Post. (4) He/ She Must have to stay at hostel.	<b>Rs. 30, 000/-</b>

Sl No	Manpower	Requirement	Age	Qualification and Experience	Remuneration per month inclusive of all taxes like EPF, ESI, GST etc
02	Hostel Warden	04 Nos Male - 2 Female - 2	Must not be less than 30 years and more than 40 years of age as on 30.11.2020	(1) Graduate in any discipline (2) PGDCA & well conversant with computers. (3) 5 years Working experience in any Institution. (4) He/She Must have to stay at hostel	<b>Rs.15,000/-</b>
03	Support staff	02 Nos Male - 1 Female - 1	Must not be less than 21 years and more than 40 years of age as on 30.11.2020	(1) Graduate in any discipline with PGDCA	<b>Rs.10,140/-</b>
04	Cook cum Attendant	Male for Boys' Hostel Female for Girls' Hostel	Must not be less than 30 years and more than 40 years of age as on 30.11.2020	(1) Minimum Class VIII Pass (2) He/She Must have to stay at hostel	<b>Rs.50,000/- per hostel</b>

## Section - III

**TECHNICAL BID****FOR PROVIDING MANPOWER SERVICES TO URBAN HOSTEL  
COMPLEXES AT KAINSIR AND BURLA, SAMBALPUR**

01	Name of the Manpower Service Provider	
02	Name of the Proprietor / Director	
03	Full Address of Registered Office with Telephone Number, FAX No & Email Address	
04	Name & Telephone No of the Authorized Person to liaise with authority	
05	Bank Name of the Manpower Service Provider	Account No Bank & Branch Name IFS Code
06	PAN (Attach self-attested Copy)	
07	GST Registration No (Attach self-attested copy)	
08	EPF Registration No (Attach self-attested copy)	
09	ESI Registration No (Attach self-attested copy)	
10	Annual Turn Over	2017-18 2018-19 2019-20
11	Details of EMD	Demand Draft No & Date Amount
12	Details of Tender Cost	Demand Draft No & Date Amount



Section - IV

**FINANCIAL BID**

**FOR PROVIDING MANPOWER SERVICES TO URBAN HOSTEL  
COMPLEXES AT KAINSIR AND BURLA, SAMBALPUR**

01. Name of the Manpower Service Provider
02. Rate per person per month inclusive of all Statutory Liabilities & Taxes

Sl No	Manpower Type	Monthly Rate per person in INR					Total per Person per Month
		Minimum Take Home remuneration	EPF	ESI	Commission Charges	GST	
01	Asst Superintendent						
02	Hostel Warden						
03	Support Staff						
04	Cook cum Attendant						
Grand Total (in Rs)							

**(Rupees in Words.....)**

Notes:

01. The agency must not quote their price below the daily wage price as per the State Labour Commission.
02. Commission Charge must not be quoted as NIL.
03. The total rates quoted by the Agency should be inclusive of all Statutory Liabilities & Taxes in force at the time of submitting the tender & fixed for the period of contract. No alteration shall be allowed under any circumstances unless and until Government notifies the same.
04. Bidders have to quote for all the positions under this tender and the bid with lowest evaluated monthly charges for the required manpower (from Sl No 1 to 3) will be awarded with contract.

05. 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 as per the actual.
06. The employee's share of contribution towards EPF & ESI shall be deducted by the service provider from the minimum take home remuneration of the person engaged and deposit the same with appropriate authority. Proof of deposit of the same with the concerned authority must be furnished.

**Signature of Authorized Signatory with Seal**

**Full Name:**

**Place:**

**Designation:**

**Date:**

**Address:**

**Phone No (O):**

**Phone No (M):**

