

OFFICE OF THE TREASURY OFFICER, DIST.TREASURY, GANJAM, CHATRAPUR.

No.503

Dt.29.01.2019

QUATATION CALL NOTICE

Sealed Quotations are invited for providing 02 nos. of Man power to the post of Peon (Contractual) through man power service provider with basic remuneration of Rs.7280/- per month. The quotations are to reach the undersigned with sealed cover within 15 days from the date of publication of the notice.

A Bank Draft of Rs.5000/- towards EMD drawn in favor of Treasury Officer, Ganjam, Chatrapur payable at SBI, Chatrapur is to be furnished along with the quotation.

The price quoted should contain the taxes charged separately. The firms should furnish the copies of the valid certificate of registration under Labour Registration and Abolition Act 1970, E.P.F., Service Registration E.S.I. GST, upto date IT clearance, audited accounts and ISO certificate with their quotation.

The application form of quotation containing general bid information will be available in the District Treasury, Ganjam, Chatrapur during office hours from dt.31.01.2019 to dt.13.02.2019 on payment of Rs.100 (Rupees one hundred) only in shape of Demand Draft in favor of Treasury Officer, Ganjam, Chatrapur payable at State Bank of India, Chatrapur, Ganjam and the same will also be downloaded from District Website www.ganjam.nic.in from dt.31.01.2019 to dt.13.02.2019. The downloaded application also should contain the Demand Draft of Rs.100/- to be drawn in favor of Treasury Officer in like manner.

The application completed in all respects should reach the undersigned through the Registered Post by 2 P.M. on or before dt.15.02.2019. The technical bid of the quotation shall be opened at about 11.00 A.M. on dt.20.02.2019 and the financial bid of the selected bidder shall be opened at about 11.00 A.M. on dt.22.02.2019 in presence of the bidders or their authorized representatives in the office room of the District Treasury Officer.

The undersigned reserves the right to cancel or reject any quotation without assigning any reason thereof.

Treasury Officer,
Ganjam, Chatrapur.

Memo No. _____ / dt. _____

Copy to the District Information Officer, NIC, Ganjam, Chatrapur for information. It is requested to hoist the advertisement (Enclosed) in the Website www.ganjam.nic.in w.e.f. dt.31.01.2019 to dt.13.02.2019.

Treasury Officer,
Ganjam, Chatrapur.

Memo No. _____ / dt. _____

Copy submitted to the Collector & District Magistrate, Ganjam, Chatrapur for favor of kind information and necessary action.

Treasury Officer,
Ganjam, Chatrapur.

ANNEXURE - I

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The District Treasury, Ganjam, Chatrapur requires the service of reputed, Well established and financially sound Manpower Service provider to provide 02 nos. of manpower to work as peon on (Contractual) to discharge day to day official work.
2. The interested Manpower Service Providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.5,000/- and other requisite documents by 2 P.M on or before dt.15.02.2019 at District Treasury, Ganjam, Chatrapur.
3. 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 "Tender Bid for Providing Manpower Services to District Treasury, Ganjam, Chatrapur Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for providing Manpower Services to District Treasury, Ganjam, Chatrapur".
4. The Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five thousand) only refundable should be accompanied with the Technical Bid of the service provider in the form of Demand Draft / pay order drawn in favour of the Treasury Officer, District Treasury, Ganjam, Chatrapur payable at SBI, Chatrapur failing which the tender shall be rejected summarily.
5. The successful tenderer will have to deposit a performance Security Deposit of Rs.20,000/- in the Nationalized Bank drawn in favour of the Treasury Officer, District Treasury, Ganjam, Chatrapur 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.
6. The Tendering Manpower Service providers are requested to enclose photocopies of the following documents (duly attested by group "A" Gazetted Officer of the State Governments/Central Government) along with the Technical Bid, failing which their bids shall be rejected and will not be considered.
 - (a) Registration 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 certificates:
 - (f) Certified extracts of the Bank Account containing transaction during last three years:
 - (g) Copy of the GST registration certificate.
 - (h) ISO Certificate.
 - (i) Registration Certificate under Labour Act.
7. The conditional bids shall not be considered and will be out rightly rejected in very first instance.

8. 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 cutting, if any in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
9. The Technical bids shall be opened on the scheduled date and time at 3 P.M. on dt.20.02.2019, in the office room of Treasury Officer, District Treasury, Ganjam, Chatrapur, in the presence of the representatives of the Manpower Service providers.
10. The Financial Bid of only those tenderers will be opened whose Technical bids are found in order. The Financial bids shall be opened at 3 P.M. on dt.22.02.2019 in the office room of Treasury Officer, District Treasury, Ganjam, Chatrapur, in the presence of the representatives of the Manpower Service Providers.
11. The District Treasury Officer, Ganjam, Chatrapur is the competent Authority to annul all the bids without assigning any reason thereof.

ANNEXURE - II

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service 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 this District Treasury, Ganjam, Chatrapur.
 - (b) They should be registered with the appropriate registration authority:
 - (c) They should have at least three years' experience in providing manpower to Government Department, Public Sector Companies/Banks, etc:
 - (d) They should have their own Bank Account:
 - (e) They should be registered with Income Tax and Service Tax department:
 - (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) They should have Annual Turnover not less than one crore.
 - (i) They should have Audited accounts for the last 03 years.
 - (j) They should have filed up to date IT returns.
 - (k) Execution of contracts of similar type during preceding 03 years.
 - (l) They should produce Bank transaction statement of last 03 years.

TECHNICAL REQUIREMENTS FOR MANPOWER

He Should be above 18 years of age and not exceeding 40 years.

ANNEXURE - III

TERMS AND CONDITIONS

GENERAL

1. The Agreement is likely to commence from dt.01.03.2019 and shall continue till dt.29.02.2020, 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 charge in requirements.
2. The Agreement shall automatically expire on dt.29.02.2020 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. Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract the 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. 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 after giving 15 days' notice to the Manpower Service Provider.
7. The entire financial liability in respect of manpower services deployed in this Office concerned shall be that of the Manpower Service Provider and this Office concerned will 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 and when required.
8. 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.
9. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Office 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 Office concerned and an Authorised representative of the Manpower Service Provider.

10. The Office 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.
11. 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 for currency or after expiry of the Agreement.
12. 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.
13. The persons 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.
14. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities. Employees State Insurance Cooperation and Goods and Services Tax 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.
15. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the persons leaving the job due to his own personal reasons. The payment in respect of the overlapping period of the substitute shall be responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
16. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
17. The persons deployed should be polite, cordial and efficient while handing 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

1. 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 may be Manpower Service Provider as well as the person deployed penal action under the applicable laws shall be taken up for beach of contract.
2. 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 regulations in the matter. Attested Xerox copies of such documents shall be furnished to this District Treasury regularly.
3. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the office concerned or any other authority under law.
4. The tax deduction at Source (T.D.S) shall be done as per the provision of Income Tax Act/ Rules, as amended, from time to time.
5. In case, the Manpower Service Provider fails to comply with any liable under appropriate law, and as a result thereof, the Department or the office concerned is put to any loss/obligation, monetary or otherwise, the Department or the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Man Power Service Provider, to the extent of the loss/obligation, monetary terms.
6. The agreement is liable to be terminated because of non-performance deviation of terms and condition of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. This office concerned 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 this Office, the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security.

FINANCIAL

1. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest, of Rs.5,000/- (Rupees five thousand) only in the form of Demand Draft/ Pay Order drawn in favor of Treasury Officer, Dist.Treasury, Ganjam, Chatrapur, which the tender shall be rejected out rightly.
2. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (1st stage)/ Financial bid (2nd competitive stage) shall be refunded to them without any interest. **In case of successful tenderer if the agency fails to deploy the required man power from date of placing the order, the EMD shall stand forfeited without giving any further notice.**
3. The successful tenderer will have to deposit a performance security deposit of Rs.20,000/- (Rupees Twenty thousand) in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency but hypothecated to the Treasury Officer, Dist.Treasury, Ganjam, Chatrapur, covering the period of contract. In case the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
4. The successful tenderer will have to deposit of Rs.1,00,000/- (Rupees One lakh) only in the form of Bank Gurantee from only Nationalised Bank drawn in favour of the Treasury Officer, District Treasury, Ganjam, Chatrapur 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 tenders.
5. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of Manpower Service Provider shall be liable to be forfeited including annulment of the Agreement.
6. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by this Office in respect of the persons deployed and submit the same in this Office 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.
7. 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 the whole of the bill amount shall be held up till such proof is furnished at the discretion of the authority.
8. The amount of penalty calculated @ Rs.100 per day on account of delay, if any, in providing a suitable substitute by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.
9. 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.

10. 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 or controlling officer for his decision and same shall be binding on both the parties.
11. All the disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
12. The successful bidder will enter into an agreement with this Office for supply of suitable manpower as per requirement of this office on the above terms and conditions.

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

1. The Manpower Service Provider should provide the full details i.e. date of birth, marital status, address and educational qualifications etc of the man power.
2. Bio-data of all persons.
3. Any other document considered relevant.

ANNEXURE - IV

APPLICATION – TECHNICAL BID

For Providing Manpower Services to District Treasury, Ganjam, Chatrapur.

1. Name of Tendering Manpower Service Provider :

2. Details of Earnest Money Deposit : DD No. _____ Date : _____ of 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 for liaising with Field Office (s)/ Blocks:

7. Banker of Manpower Service Provider (Attach certified copy of statement of A/C for the last Three years) :

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. G.S.T. Registration No. (Attach attested copy):

13. License under contract labour (Regulations and Abolition Act)

14. Financial Turnover of the Tendering Manpower Service Provider for the last three Financial Years (Audited Statements):

Financial Year	Amount (in Lakhs)	Remarks, if any
2016-17		
2017-18		
2018-19		

15. Additional information, if any (Attach separate sheets if space provided is insufficient):

16. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last Three Years in the following formats.

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

Sl No.	Name of the Client, Address, Telephone No. & FAX No.	Manpower Services Provided		Amount of Contract (in Lakhs)	Duration of Contract	
		Type of Manpower Provided	No.		From	To

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

Date:
Place:

Signature of Authorized Person
Name:
Seal :

Declaration

1. I _____ Son/ Daughter/
Wife of Sri _____ Proprietor/ Director/
Authorised 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 any false information/ fabricated documents
would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law.

Date:
Place:

Signature of Authorized Person
Name:
Seal :

ANNEXURE - V

APPLICATION – FINANCIAL BID

For providing Manpower Assistance to District Treasury, Ganjam, Chatrapur.

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:

SI 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.	Class-IV							

- The take home remuneration shall be Rs._____ per month only.
- The EPF cost / Charges shall include Employees contribution, Employer's Contribution and Administrative cost

Date:

Signature of Authorized Person

Place:

Name:

Seal :

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 number of working days for which duty has been performed by each manpower.