

TENDER DOCUMENT

FOR

**HIRING OF MANPOWER SERVICE PROVIDER FOR PROVIDING
SERVICE OF ASSISTANT HOSTEL SUPERINTENDENT, HOSTEL
WARDEN, COOK-CUM-ATTENDANT AND SUPPORT STAFF FOR
URBAN HOSTEL COMPLEX**

AT

POKHARIPUT AND KALINGA NAGAR, BHUBANESWAR.

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KHORDHA.

**URBAN HOSTEL COMPLEX
POKHARIPUT & KALINGA NAGAR
Bhubaneswar**

Notification No. 1798 / Date: 27.10.20 /

TENDER FOR MANPOWER SERVICE PROVIDER

Sealed tenders are invited from Reputed Agencies for providing manpower services for URBAN HOSTEL COMPLEX at Pokhariput & Kalinga Nagar, Bhubaneswar in the prescribed tender documents, which may be downloaded from the Website: www.khordha.nic.in.

Offers in prescribed format duly sealed and superscripted "**Tender for Manpower Services**" should reach to the office of the **District Welfare Officer, Old Collectorate, Khordha Pin-752056**, by **16th November, 2020** (up to 5:00 PM) through Speed Post / Registered Post only. The Technical Bid will be opened on **17th November 2020 at 3:00 PM in the office of ADM, Khordha** in the presence of bidder(s) or their authorized representatives followed by Financial Bid.

Terms & Conditions: As laid down in the tender documents. The Collector & District Magistrate, Khordha, reserves all right to reject any or all tenders without assigning any reason thereof.

By the order of Collector, Khordha.


District Welfare Officer, Khordha

Section - I

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The District Welfare Officer, Khordha on behalf of Collector & District Magistrate, Khordha requires the service of reputed, well established, financially sound and registered Manpower Service Provider to provide services of Asst. Superintendent, Hostel Warden, Cook-cum-Attendant and Support Staff (Office Assistant) on contract basis to manage the day to day Affairs of Urban Hostel, Pokhatiput (Girls) & Kalinganagar (Boys) at Bhubaneswar.
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. The department, however, reserves right to terminate this initial contract at any time after giving **15 days** notice to the selected Service Provider.
3. DWO has the tentative requirements of the manpower as specified below:
 - i. Asst. Superintendent : 2 No (One Lady & One Male for Ladies hostel at Pokhariput & Boys Hostel at Kalinga Nagar)
 - ii. Office Assistant : 2 No
 - iii. Hostel Warden : 4 No (2 Female & 2 Male)
 - iv. Cook-cum-Attendant: Min. 4 nos. in a team for each hostel.

The requirements may increase/decrease in any/ all the categories. The eligible bidders, those have the capability of providing 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.

5. The interested Manpower Service Providers should submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of **Rs.30,000/-** (Rupees Thirty Thousand Only) in shape of Demand Draft through Speed Post / Registered Post so as to reach office of the **District Welfare Officer, Old Collectorate, Khordha Pin-752056**, by **16th November, 2020** (up to 5:00 PM). The authority will not be responsible for any postal delay. Email / Fax / Late Bids will be summarily rejected.
6. The Tender will be opened on **17th November 2020 at 3:00 PM in the office of ADM, Khordha** in the presence of the bidder or their authorized representative. The Financial Bid of only those bidders will be opened whose technical bids are found Responsive.
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 District Welfare Officer, Khordha" and " Financial Bid for providing Manpower Services to District Welfare Officer, Khordha". Both sealed envelopes must be kept in a sealed third envelope super-scribing "**Tender Document for providing Manpower Services to District Welfare Officer, Khordha**".
8. An Earnest Money Deposit (EMD) of **Rs.30,000/-** (Rupees Thirty Thousand)only, refundable (without interest) and bid processing fees of Rs.3,000/- (Rupees Three Thousand)only non-refundable should necessarily be accompanied with the technical bid of the tender in the form of Demand Draft drawn in favour of " District Welfare Officer, Khordha" payable at any of the nationalized bank at Khordha, failing which the tender application shall be out rightly rejected.

