

**Tender call notice for award of contract for providing of services of one District Programme Assistant under MAMATA Scheme for a period of one year w.e.f. 01.01.2019 to 31.12.2020**

No-77 dt-9-1-19

Sealed tender are invited from reputed manpower agencies/ service providers to provide the services of District Programme Assistant under MAMATA Scheme for a period of one year w.e.f. 01.01.2019 to 31.12.2019 through a suitable placement agency on contract basis for day to day official work.

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 of NIC, Nayagarh. The last date & time for submission of Tender document is 29/01/19 at 4:30 PM (date) & the tender paper will be opened on 29/01/19 at 5.00 AM AM/PM.

  
Collector & District Magistrate,  
**Collector, Nayagarh**  
Nayagarh

Memo No. 78 /Date. 9-1-19

Copy forwarded to the D.I.O, NIC, Nayagarh for information with a request to hoist the Tender Call Notice in the District website.

  
District Social Welfare Officer,  
**Nayagarh**  
Nayagarh

## TENDER DOCUMENT

**For providing Services of one District Programme Assistant under MAMATA Scheme to the Office of DSWO, Nayagarh by a Private Manpower Service Provider**

(a) Period of issue of Tender Document :

(b) Date and time for submission of  
Tender Document :

(c) Date & time for opening of  
i. Technical Bids :  
ii. Financial Bids of eligible Bidders :

(d) Likely date for commencement of  
deployment of required manpower :

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6.	Chronological order for arrangement of documents	

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The DSWO, Nayagarh requires the services of reputed, well established and financially sound Manpower Service Provides to provide service of one District Programme Assistant under MAMATA Scheme on contract basis for day to day official work.
2. The contract for providing the aforesaid manpower is likely to commence from 01.01.2019 (date) and would continue till 31.12.2019 (date). The period of the contract may be further extended beyond one year provided the requirement of the Department for manpower persists at that time or may be curtailed/terminated before 31.12.2019 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Departments requirements. The Deptt., however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service provider.
3. This Office has tentative requirement for one District Programme Assistant under MAMATA Scheme.
4. The estimated cost of the contract is Rs.13791/- per month
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 \_\_\_\_\_ up to \_\_\_\_\_ P.M. at Office of the DSWO, Nayagarh.
6. The various crucial dates relating to **"Tender for Providing Manpower Services to the DSWO, Nayagarh"** are cited as under:
  - a. Period of issue of Tender Document :
  - b. Date & time for submission of Tender Document :
  - c. Date & time for opening of
    - i. Technical Bid :
    - ii. Financial Bids of eligible Tender & Selection :
  - d. Likely date for commencement of Deployment of required manpower :
7. The tender has been invited under **two bid system i.e. Technical Bid & Financial Bid**. The interested agencies are advised of submit two separate sealed envelopes super scribing **"Technical Bid for Providing Manpower Services to DSWO, Nayagarh"** & **"Financial Bid for Providing Manpower Services to DSWO, Nayagarh"**. Both sealed envelopes should be kept in a third sealed envelope super scribing **"Tender for Providing Manpower Services to DSWO Office"**.

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 DSWO, Nayagarh **failing which the tender shall be rejected summarily.**
9. The Successful tenderer will have to deposit a Performance Security Deposit of Rs.10000/- (Rupees ten thousand) only in the form of Bank Guarantee from any Nationalized Bank drawn in favour of **DSWO, Nayagarh** 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 Group-"A" Gazetted Officers of the State Governments/Central Government), along with the Technical Bid, **failing which their bids shall be summarily/ out right rejected and will not be considered any further:**
  - a. Registration certificate 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 certificate;
  - f. 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 tender form should be legible and filed 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, 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 & time at \_\_\_\_\_ P.M. on \_\_\_\_\_, in the office room of ADM, Nayagarh, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at the time.
14. The Financial Bid of only those tenders will be opened whose Technical bids are found in order. The Financial bids shall be opened at \_\_\_\_\_ P.M. on \_\_\_\_\_ in the office room of ADM, Nayagarh, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at the time.
15. The Competent Authority reserves the right to annual all bids without assigning any reason.

## **TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER**

1. 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 the Collector, Nayagarh.
  - b. They should be registered with the appropriate registration authority;
  - c. They should have at least **six years** experience in providing manpower to Govt. 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 manpower services.
  - h. Minimum turn-over requirement. (to be assessed by the Deptt./Office keeping in view the present contract)

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED**

**BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE  
OFFICE OF DSWO, NAYAGARH**

1. She/he should be above 18 years of age and not exceeding 40 years.
2. The Minimum Educational Qualification for one District Programme Assistant will be graduate.
3. The Data Entry Operator should have a speed of 4000 characters per minute in English and should well conversant with computers and essentially well trained in MS Office, Internet and lan function.

APPLICATION – TECHNICAL BID

For Providing Manpower Services to office of DSWO, Nayagarh

1. Name of the Tendering Manpower Service Provider:.....
2. Details of Earnest Money Deposit: DD No..... date..... of  
Rs. .... Drawn on Bank .....
3. Name of proprietor/ Partner/  
Director: .....

4. Full Address of Registered: .....

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. Bank 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. Service Tax Registration No. : .....  
(Attached attested Copy)

10. E.P.F. Registration No. : .....  
(Attached attested Copy)
11. E..S.I Registration No. : .....  
(Attached attested Copy)
12. Financial turnover of the tendering **Manpower Service Provider**  
for last 3 Financial years.

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

13. Additional information, if any;  
(attached separate sheet if space provided is insufficient)
14. Give details of the major similar contracts handled by the  
tendering Manpower Service Provider during the last three years in the  
following format

(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. Lacks)	During of contract	
		Type of manpower provided	No.		From	To

15. 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/ 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.

Date:

Place:

Signature of authorized person

Full Name:

Seal: