



**Department of Water Resources**  
**Odisha Community Tank Development Management Society**  
**Plot No-A-8/2, Bhoi Nagar, Beside RTO Office,**  
**Bhubaneswar751022,**  
Ph. 0674-2542252, E. Mail: director@octmp.nic.in



**Engagement of Service Provider**

*No. 146 Dt.07/03//2018*

The Project, OCTDMS- cum-Additional Secretary to Govt., DoWR, Government of Odisha invites quotations from the registered services providers for services of Security Guarding & Sweeping .

The details can be downloaded for State Govt. website [http://www.orissa.gov.in/all tenders](http://www.orissa.gov.in/all_tenders) from 11:30 hrs. from 09/03/2018 to 23/03/2018 15 hrs. The last date and time of receipt of quotations is up to 15:00 hrs on 23/03/2018 by Speed post/ Registered post only. It will be opened on same day at 15:30 hrs in presence of the bidders who wish to attend. If the office happens to be closed on the duty of receipt of Quotation as specified, it will be received and opened on next working duty at the same time and venue. Authority receives the right to cancel any or all bids without assigning and reason there off.

**Sd/-**  
**Project Director, OCTDMS**  
**-cum-Special Secretary to Govt., DoWR**

# TENDER PAPER

(For Security and Cleaning Service)

OF

**OCTDMS**

**FOR THE YEAR 2018-19**

**OCTDMS**

S.E., CMIC Campus  
Plot No-A-8/2, Near RTO Office, Bhoi Nagar  
Bhubaneswar-751022  
Phone No. [0674] 2542252

**TENDER PAPER FOR SECURITY & CLEANING SERVICE IN OCTDMS OFFICE FOR THE YEAR  
2018-2019**

ISSUED TO (Address in Detail) : M/S \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated \_\_\_\_\_.

E.M.D (Refundable) : Rs.6000/- in shape of Demand Draft  
in favour of Project Director, OCTDMS payable at Bhubaneswar.

LAST DATE & TIME FOR RECEIPT  
OF TENDER : 23.03.2018 **latest by 15.00 Hrs.**

DATE & TIME OF OPENING OF  
TENDERS : 23.03.2018 **at 15.30 Hrs. at SPU,OCTDMS Office**

*The Tender paper can be downloaded from Government website- [www.](http://www.)*

Signature of Project Director, OCTDMS

**PLEASE DELIVER AT**

Odisha Community Tank Development & Management Society (OCTDMS)  
SPU, Bhoi nagar, Beside RTO office Bhubaneswar-7510222

### **Quality of Security Personnel**

All Security Guards provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

- To put on proper uniform
- Sincerity with good conduct
- Well behaved & disciplined
- Able to read, write & speak Oriya. Working knowledge of Hindi & English.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike
- Minimum Qualification: Matriculation, +2 will be added advantage

Each guard should be aware of their duties & responsibilities during the duty hours.

### **Sweeper**

Sweeper shall clean & wipe the entire SPU premises, office space, staircase, common space, toilets etc twice daily.

### **Tentative Requirement of Security Personnel in SPU**

Security Guard with Lathi and Torch-	05
Sweeper -	01

### **OCTDMS, SPU Office**

The security agency will also provide their service in OCTDMS office and its campus under DoWR throughout the year. The authority reserves the right to alter and depute the security personnel any time and any where under the OCTDMS.

**Terms & Conditions:**

1. The firm should submit the documents in like valid GST Registration Certificate, valid labour License, upto date Income Tax Clearance, PAN Card as on 31/12/2017, Latest Service Tax return and present customer list with the tender paper positively. In absence of the documents mentioned above, the tender will be rejected.
2. Arrangement of lodging, boarding & logistics of the guards during the contract period will be the responsibility of the Security Agency.
3. The agency should have minimum 3 years of security service provider experience. Out of which the agency should have minimum turnover of Rs.10.00 lakhs each year for last 3 years (duly audited).
4. The filled in tender paper should be accompanied by Rs.100/- demand draft towards the cost of tender paper. Without this the proposal of the bidder will be rejected.
5. The tenderers are required to deposit an E.M.D Rs 6000.00 only in shape of demand draft in favour of Project Director, OCTDMS payable at Bhubaneswar. The E.M.D. amount of the successful tenderer will be refunded within a month on award of contract subject to receipt of Performance Security. In case of successful tenderer fails to deploy the required manpower against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice. Tender papers without E.M.D shall not be accepted. EMD of unsuccessful bidders will be refunded after award of work.
6. The successful bidder will submit the Performance Security in shape of demand draft in favour of Project Director, OCTDMS which is 5 % of the contract value and that will be retained with OCTDMS, Bhubaneswar till the completion of the contract period. In case of any unsatisfactory work and delay in execution of work etc. the Performance Security amount will be forfeited as per the decision of the authority. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
7. The successful tenderer will have to deposit an additional security amount of Rs.0.50 Lakhs(one month employee cost including statutory dues) in the form of demand draft in favour of Project Director, OCTDMS, payable at Bhubaneswar upon award prior to signing of agreement.
8. The rate of liquidated damages is 0.5 % per day. The maximum amount of liquidated Damages for the whole contract is 10 % of the contract value. Failure to provide the service as per the work Order the Liquidated Damages shall be applied. If the liquidated damages penalty exceeds the maximum 10 % of the contract value, the termination of contract shall be applied.
9. The rate offered by the firm should be valid for 1 (One) year from the date of issue of order.
10. The rate offered by the firm shall be including of all taxes and duties except service tax/GST as applicable.
11. The monthly EPF& ESI amount will be deposited by the firm and the Xerox copy of Challans with specific name, account number to be submitted to the client on monthly basis after which the bill will be processed.
12. ESI Card to be produced within 3months from the signing of contract.
13. No security personnel can be changed without approval of the client.
14. The EPF and ESI contribution will be shared by the employee and employer as per Govt. circular.
15. The Agreement shall be for one year.s curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirement.

16. The agreement shall automatically expire on 31<sup>st</sup> March 2019 unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
17. 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.
18. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this agreement to any other agency or organization by whatever name be called without the prior written consent of the authority.
19. OCTDMS at present, has tentative requirement of FIVE Nos. (5) of Watchman/civilian guard and one Sweeper. The requirement may increase or decrease during the period of initial contract also and the tenderer would have to provide additional manpower services, if required, on the same terms and conditions.
20. The 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 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.
21. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days' notice to the Manpower Service Provider.
22. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Department so that optimal services of the persons deployed could be availed without any disruption.
23. The entire financial liability in respect of manpower services deployed in SPU, OCTDMS that of the Manpower Service Provider and OCTDMS will in 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 may be required by OCTDMS.
24. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules and 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 OCTDMS.
25. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Department shall, in no way, be responsible for settlement of such issues whatsoever.
26. The Department 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.
27. 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 the currency or after expiry of the Agreement.
28. 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 an shall have no claim for any absorption in regular or other capacity.

29. The person 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.
30. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. labour commissioner, provident fund authorities, Employees State Insurance Corporation 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 (Regulation & Abolition) Act, 1970 if any, at his own part and cost.
31. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards provident fund and employees State Insurance, wherever applicable.
32. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them. In support of this , the service provider needs to submit a certificate.
33. The persons deployed should be polite, cordial and efficient while handling 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.
34. 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 make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
35. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Department or Office concerned. The Department or Office concerned shall have no liability in this regard.
36. 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 and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Department or office concerned.
37. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Department or office concerned or any other authority under Law.
38. The Tax Act/Rules, as amended, from time to time and a certificate to this effect shall be provided by the Department or office concerned.

**\*Note :- Registration/License under the contract labour (Regulation and Abolition) Act, 1970 is applicable to Manpower Service Provider employing more than 20 workmen.**

39. in case, the Manpower Service Provider fails to comply with any liability 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, additional performance security deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.

40. The agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The department or 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 the Department or Office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
41. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Department or Office concerned in respect of the persons deployed and submits the same to the prescribed authority.
42. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax/GST etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Department or Office concerned.
43. The amount of penalty calculated @ Rs.100 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.
44. 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 the same shall be binding on all parties.
45. All disputes shall be under the jurisdiction of the court/high court, Odisha.
46. The successful bidder will enter into an agreement with this Department for supply of suitable and qualified manpower as per requirement of this Department on the above terms and conditions.
47. **While submitting the tender, the tenderers should submit the followings:**
  - a) Self-attested copy of work orders/ experience certificate for similar nature of works for last 3 years with list of organizations.
  - b) Self-attested copy of Income Tax Clearance Certificate as on 31.12.2017.
  - c) Self-attested copy of Copy of the Registration Certificate
  - d) Cost of tender paper of Rs.100/- in favor of Project Director, OCTDMS in shape of Demand draft.
  - e) EMD of Rs.6000.00 in favor of Project Director, OCTDMS in shape of Demand draft.
  - f) Self-attested copy of valid service tax/GST registration certificate and copy of the return/amount deposited in the last year.
  - g) Self-attested copy of Psara license.
  - h) Bio Data information of Security Personnel to be engaged.
  - i) Self-attested copy of Proof of Turn over for Rs. 10 lakhs in last three years. Audited Balance Sheet to be submitted.
  - j) Self-attested copy of PAN Card.

**ACCEPTED THE TERMS AND CONDITIONS**

**Signature with seal (by the tenderer)**



**DECLARATION**

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by OCTDMS. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Tenderer with seal

Place:  
Date :

**TENDER APPLICATION FORM FOR OCTDMS**

(Last date for submission of tender on 23/03//2018 latest by 15.00 Hrs.)

To

The Project Director, OCTDMS  
-cum-Additional Secretary to Govt., DoWR  
Bhubaneswar

Sl. No	Category of Service	No of Personne l	Rate per shift i.e. 8 hours (in Rs.)				Service Charge	Total	
			Take Home	EPF Contribution		ESI Contribution			
				Employee	Employer	Employee		Employer	(3+4+5+6+7+8)
1	2	3	4	5	6	7	8	9	10
1	Security	05							
2	Cleaning	01							

Signature with seal of the Tenderer

NB : Required No. of Time Period

Guards - 5 per month  
12 (Twelve calendar months from issue of order)

Sweeper - 1 per month  
12(Twelve calender months from Issue of order)