

By E-mail.

ODISHA MINERAL BEARING AREAS DEVELOPMENT CORPORATION
(A SPV of Government of Odisha)
CIN-U75100OR2014NPL018478

E-mail-ombadc@gmail.com, Phone No.- (0674) 2300488.

Regd. Off: Aranya Bhawan, GD-2/12, Chandrasekharpur, Bhubaneswar-23, Odisha.

TENDER CALL NOTICE

No. _____ Date. _____

Chief Executive Officer, Odisha Mineral Bearing Areas Development Corporation (OMBADC) invites sealed tender from interested reputed manpower service providers to quote the service charges per month to provide different category of man power in OMBADC office located at Bhubaneswar such as Assistant Administration, PA, Junior Assistant, Date Entry Operator, Office Assistant, Driver, Security and Sweeper etc. for one year with effect from 01.06.2021. The last date for the receipt of quotation is dt. **26.04.2021 at 03:00 A.M.** in the office of OMBADC and the tender will be opened on same day at 4:00 P.M., in presence of the Service Providers or their authorized representatives. The Terms & Conditions and application for tender is available in the www.odisha.gov.in in "Tender" Section which may be downloaded by the applicant. The authority reserves the right to cancel or reject any or all quotations without assigning any reason thereof.

Sd/-
Chief Executive Officer

**TENDER PAPER FOR PROVIDING MANPOWER SERVICE TO
ODISHA MINERAL BEARING AREAS DEVELOPMENT CORPORATION
(OMBADC) BHUBANESWAR FOR THE YEAR 2021-22**

**FORM
(TECHNICAL)**

Last date of filing the tender: 3.00 PM of 26.04.2021
Date of opening of Technical bid: 4.00 PM of 26.04.2021

1. Name of the Tenderer (in Block Capitals):

2. Residential address (to be supported with copy of the telephone/electric bill of Dec-19/Driving License):

Telephone No. & e-mail ID for contact:

3. Address for correspondence (if other than above):

4. Whether the tenderer's unit is:
a) EPF registered - Yes/No **b)** ESI registered - Yes/No

(FINANCIAL)

I would provide different categories of persons as per the requirement of OMBADC and I quote the service charges Rs. _____ per person per month towards the service provided.

Place:

Full signature of the Tenderer

Date:

**TERMS AND CONDITIONS OF TENDER FOR
PROVIDING MANPOWER SERVICE TO
ODISHA MINERAL BEARING AREAS DEVELOPMENT CORPORATION
(OMBADC) BHUBANESWAR**

**Last date of filing the tender : 3.00 PM of 26.04.2021
Date of opening of tender : 4.00 PM of 26.04.2021**

Tender should be addressed to the Chief Executive Officer, Odisha Mineral Bearing Areas Development Corporation (OMBADC), Aranya Bhawan Chandrasekharapur Bhubaneswar, clearly super-scribing on the top of the sealed envelope **“TENDER FOR PROVIDING MANPOWER SERVICES”**.

1. The following documents are to be enclosed with the Form

- a) Proof of residential address:
(Copy of telephone bill / electric bill of December, 2019)
- b) Copy of I.D proof:
(Driving License / voter I.D / Aadhar Card.)
- c) Copy of PAN Card.
- d) Copy of EPF & ESI returns for the year, 2017-18, 2018-19 & 2019-20 along with registration certificate.
- e) Copy of Registration of the Agency / Firm.
- f) Copy of Registration certificate from Labour Department for providing manpower service under Orissa Shops & Commercial Establishments Act, 1956.
- g) Copy of Labour license issued by Labour Department.
- h) Copy of GST registration certificate
- i) Proof of service provided in other Govt. sectors / institutions.
- j) Copy of IT return filed for last three financial years i.e. 2017-18, 2018-19 & 2019-20.
- k) Copy of audited statement of accounts (Balance sheet, profit-loss A/C) showing minimum annual turnover of Rs.50 Lakhs in each financial year for the year 2017-18, 2018-19 & 2019-20.

2. Categories of Employees to be provided:

Data Entry Operator, Office Assistant, Personal Assistant, Assistant (Administration), Assistant (Accounts), Technical Assistant, Driver, Security and Sweeper.

3. IMPORTANT MATTER TO BE NOTED BY THE TENDERER:

- a) un-sealed tender documents & those received beyond the scheduled date & time shall not be accepted.
- b) Tender papers without the proper documents and without signature of the tenderer shall be rejected.

The undersigned reserves the right to alter or modify any of the terms & conditions of the tender as deemed proper in the interest of Company.

4. The undersigned shall not bind himself to accept the lowest rate offered, in case of lowest price quoted by more than one tenderer, due weight age will be given to the tenderer with proven track record in the field.
5. The CEO OMBADC reserves right to reject or partially accept and to cancel any or all the tenders received without assigning any reason thereof.
6. Canvassing in connection with tender is strictly prohibited and the tender submitted by the agency who resorts to canvassing will be liable for rejection.
7. Tender which does not fulfill all or any of the conditions or incomplete in any respect are liable to be rejected.
8. For all intents and purposes, the Service Provider shall be “Employer” within the meaning of different Rules & acts in respect of so deployed. The Persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Chief Executive Officer OMBADC.
9. The service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. In case the grievances of the deployed person are not attended to by the Service provider the deployed person can place their grievance before a Joint Committee consisting of a representative of the Chief Executive Officer OMBADC and an Authorized Representative of the Service Provider. The decision of the committee is final.
10. The service provider shall raise the bill, in triplicate, along with attendance sheet in respect of the persons deployed separately and submit the same to the authority by 5th of succeeding month. As far as possible the payment will be released by 10th of the succeeding month (**Bill should be submitted separately**)
11. The claims in bills regarding Employees state insurance, Provident Fund and Service Tax etc. should necessarily be accompanied with documentary proof pertaining to the previous month.
12. Conditional tenders shall not be accepted.
13. After finalization of the tender, the Agency shall be required to enter into an agreement with the Chief Executive Officer, OMBADC basing on the TOR.
14. All wages and allied benefits like EPF, Bonus, ESIC etc. are to be paid by the “Agency”. The agency shall remain liable to the authorities concerned for compliance of the respective existing rules and regulations of the Govt. for this purpose and shall remain liable for any contravention thereof.
15. In case of any theft, loss of assets and disturbance affecting security etc. to the Office, the entire responsibility for recovery and legal actions starting with lodging of FIR with local Police to the final recovery stage will be the sole responsibility of the agency.
16. The CEO OMBADC shall have power to disallow any personnel if found unsuitable. The agency shall have to replace such persons within 24 hours.

- The CEO OMBADC shall have no responsibility for providing living accommodation to the personnel deployed by the agency.
17. The agency shall not make any alterations, deviations, additions or omission from the approved staff strength as required by the employer without the prior approval of the CEO OMBADC
 18. Payment would be made to the “Agency” by the CEO OMBADC by way of Electronic-transfer after submission of proper pre-receipt bill along with proof of ESI & EPF deposits and a copy of the attendance register for the month duly certified by the authorized representative of the CEO OMBADC. No interest shall be paid or can be claimed by the “Agency” for delayed payment. “Tax Deducted at Source” will be made from each bill at the rates prescribes by the Government from time to time.
 19. The contract can be terminated by the CEO OMBADC at any time without notice in the event of gross security risk or gross damage to OMBADC.
 20. For reasons other than mentioned in the clauses above, the contract can be terminated by either party by providing clear one-month notice in writing.
 21. All litigations in connection with this tender shall be subject to the jurisdiction of the SDJM, Bhubaneswar only.
 22. Only those agency/Firm / individuals/ entrepreneurs who agrees to the terms and conditions laid down as above shall apply.

The tender paper should be submitted on or before 26.04.2021. It should be clearly mentioned on the envelop “Tender For Providing Manpower Service” and the envelop containing tender paper should be submitted to the following address:

“Aranya Bhawan, GD-2/12,
Chandrasekharpur,
Bhubaneswar-751023, Odisha.”

Signature of the tenderer
Place & Date:

Sd/-
Chief Executive Officer
OMBADC

UNDERTAKING

I _____ S/o _____
At _____ PO _____ PS _____ Dist _____
_____ Pin: _____ do hereby undertake that I have read all the
conditions and agrees to it and submitted the tender for **providing Manpower
Service to Odisha Mineral Bearing Areas Development Corporation
(OMBADC) Bhubaneswar** for the year **2021-22**.

Signature of the tenderer

Date: