



**ODISHA WATER & SANITATION MISSION
PANCHAYATI RAY AND DRINKING WATER DEPARTMENT
GOVERNMENT OF ODISHA
TENDER DOCUMENT**

for

**“Hiring of Human Resource Service provider for outsourcing of
Manpower support to Odisha Water & Sanitation Mission”**

Tender No.: 4065

Dated: 29.06.2020

782
Director-cum-Joint Secy. to Govt.
Drinking Water & Sanitation
P.R. & D.W. Department

Issued by:

Odisha Water & Sanitation Mission
Panchayati Raj and Drinking Water Department
Government of Odisha
Gound Floor, Jal O Parimal Bhawan, Unit-V
Bhubaneswar-751001

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Original documents to be submitted along with the tender documents to the Tendering Officer & Engineer-in-Charge, P.W. & C.R. Department

Schedule of Tender

Tender No.	
Name of the tender issuer	Administrative Officer, Odisha Water & Sanitation Mission Panchayati Raj and Drinking Water Department Government of Odisha
Scope of Work	"Hiring of Human Resource Service provider for outsourcing of Manpower support to Odisha Water & Sanitation Mission"
Cost /fee of Tender Documents	<ul style="list-style-type: none"> ▪ Rs.5000/-(Rupees Five Thousand) only ▪ Tender documents can be downloaded by bidders from Government of Odisha, Panchayati Raj and Drinking Water Department's website i.e. www.tendersodisha.gov.in/ www.odishapanchayat.gov.in
Earnest Money Deposit (EMD)	<ul style="list-style-type: none"> ▪ Rs 60,000/- (Rupees Sixty Thousand only). ▪ EMD should be in the shape of Demand Draft drawn in favour of "Odisha Water & Sanitation Mission" payable at Bhubaneswar.
Performance Bank Guarantee (PBG)	5% of the work order value of 1 st year
Date of Advertisement	
Date of issue of tender document	01.07.2020
Date & Time of Pre Bid clarification meeting	06.07.2020(11 A.M)
Response to Pre Bid clarification meeting	10.07.2020(11 A.M)
Last Date & Time for Submission of Bids	04.08.2020 before 5 P.M
Date & Time of Opening of Technical Bids	05.08.2020 at (11 A.M)
Date & Time of Price Bid Opening	12.08.2020 11.00 AM
Name of the contact person for Communication	Administrative Officer, Odisha Water & Sanitation Mission Panchayati Raj and Drinking Water Department Government of Odisha
Contact Number of the concern person	0674-2390412
Address for Communication	Gound Floor, Jal O Parimal Bhawan, Unit-V Bhubaneswar-751001, Odisha

Tender Notice

Sealed tenders are invited from interested firms for "Hiring of Human Resource Service provider for outsourcing of Manpower support of Odisha Water & Sanitation Mission, Panchayati Raj and Drinking Water Department, Government of Odisha" on monthly basis. (Number of all the candidates to be deployed is mentioned **at Annexure V**).

Interested bidder has to bid for both the outsourcing services i.e. for "Data Entry Operator, Night Watchman, Sweeper and Attendant". Partial submission will not be accepted.

The outsourcing of services will be for a period of next three (3) years from the date of deployment. Further the service may be extended from time to time depending upon satisfactory performance of the service provider.

This candidate deployed by the service provider, will not have any type of "Employee - Employer" relationship with either Odisha Water & Sanitation Mission or Panchayati Raj and Drinking Water Department. The service provider is to ensure that no permanent employment will be demanded by the candidate(s) either Odisha Water & Sanitation Mission or Panchayati Raj and Drinking Water Department during any stage of their engagement or at later stage.

Interested bidders may obtain details of terms & conditions for taking up this assignment by downloading the tender document from Government of Odisha, Panchayati Raj and Drinking Water Department website i.e. www.tendersodisha.gov.in/www.odishapanchayat.gov.in.

Eligibility Criteria for the Interested Firm

The interested firm;

- 1) Must have a valid PAN
- 2) May have GST registration number
- 3) Registered under EPF & ESI
- 4) Labour registration certificate
- 5) Should have a registered or at least one branch office in the State of Odisha.
- 6) Must have a minimum average annual turnover during last three financial years i.e. 2017-18, 2018-19 & 2019-2020 of Rs 1 Crore (Rupees One Crore). The firm must submit copy of audited balance sheet, Profit & Loss Account with all schedules certified by any Chartered Accountant & acknowledgement of Income tax return as a proof of turnover.
- 7) A self-declaration as per **Annexure III** that the tenderer;
 - ✓ not been blacklisted by any State Government/ / Central Govt. / PSU in India and
 - ✓ will pay the engaged candidate the entitled remuneration
- 8) Must have provided outsourcing of human resource services to at-least one office of the Central Government/ State Government/ PSU with in India during last three financial years i.e. 2017-18, 2018-19 & 2019-2020 The work order or the service agreement occurred with the client must be produced as a proof of work experience of the firm.

Eligibility Criteria for the candidates

SL	Name of the Post	Qualification	No of posts	Office to attached	Monthly Fee for Personnel
1	Data Entry operator	<ul style="list-style-type: none"> • Graduate in any discipline from a recognized university with PGDCA with 50% marks • At least 2 years of experience in the field of rural/urban sanitation sector. 	5 Nos.	OWSM Office	Rs 12000/-
			6Nos.	EIC Office.	Rs12000/-
	Total	11 Nos.			
2.	Security guard (8 hours rotation)	<ul style="list-style-type: none"> • As per Labour & ESI dept. notification on 30.10.2018 unskilled Labour may be paid with minimum wage of Rs.280/- per day . 	3 Nos.	EIC Office, Rwss	Rs.8400/-
	Security Guard	<ul style="list-style-type: none"> • As per Labour & ESI dept. notification on 30.10.2018 unskilled Labour may be paid with minimum wage of Rs.280/- per day . 	1No.	SE(Water Quality),State Laboratory	Rs.8400/-
	Total	4 Nos.			
3.	Sweeper	<ul style="list-style-type: none"> • As per Labour & ESI dept. notification on 30.10.2018 unskilled Labour may be paid with minimum wage of Rs.280/- per day . • As per Labour & ESI dept. notification on 30.10.2018 unskilled Labour may be paid with minimum wage of Rs.280/- per day . 	2 Nos.	EIC Office	Rs.8400/-
			2 Nos.	SE(Water quality) State Laboratory	Rs.8400/-
	Total	4Nos.			
4.	Attendant	<ul style="list-style-type: none"> • As per Labour & ESI dept. notification on 30.10.2018 unskilled Labour may be paid with minimum wage of Rs.280/- per day . 	2 Nos.	OWSM Office	Rs.8400/-
			1 Nos.	Director office	Rs.8400/-
	Total	3 Nos.			

This tender is valid for 2 years on basis of satisfactory performance.

Tender Submission

The Bid shall be submitted in three parts, the EMD, Technical Bid & the Price Bid.

1) Earnest money Deposit (EMD):

- Bidder has to submit an EMD of Rs 60,000/- (Rupees Sixty Thousand only) in the form of Demand Draft only, drawn from any nationalized bank in favor of “**Odisha Water and Sanitation Mission**” payable at Bhubaneswar, failing which the Bid will be rejected and Technical Bid will not be opened.
- The EMD should be sealed in one envelope marked as “EMD”.

2) The Technical Bid:

- The Technical Bid should be sealed in another envelope marked as “Technical Bid” and must contain the following duly filled in and signed documents .
- “Details of the tenderer” as per format given in **Annexure I**. No alteration / modification in the format shall be permitted.
- Technical details as per the format prescribed at **Annexure II**
- A self-declaration that the tenderer has not been blacklisted by any State Government/ / Central Govt / PSU in India and will pay the engaged candidate the entitled remuneration as per **Annexure III**.
- Copy of audited balance sheet, Profit & Loss Account with all schedules certified by any Chartered Accountant & acknowledgement of Income tax return as a proof of turnover.
- Copy of work orders (executed or ongoing) awarded by any State Government/Central Government/PSU/Educational institutions within last three financial years must be submitted.

3) The Price Bid:

- The Price Bid shall be sealed in an envelope marked as “Price Bid” and shall contain the price bid as per **Annexure IV** duly completed in all respects.
- 4) Each envelope should bear the name of bidder, along with the tender number.
- 5) Each page of the tender paper has to signed and stamped by the bidder and to be submitted along with other desired documents of the Technical Bid
- 6) The three separate envelopes containing EMD, Technical Bid and Price Bid should be sealed in one envelope and should be “addressed as per tender schedule”.
- 7) Bidder shall submit the sealed envelope addressing to the “State project Director, Odisha Water and Sanitation Mission, Jal O Parimal Bhawan, Unit-V, Bhubaneswar, Odisha, PIN-751001 and send through either **Speed Post/Registered Post/Private Courier** only. (No submission of the bids by hand will be entertained).

General Terms & Conditions of Tender

Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

- a) The Bidders should note that Prices should not be indicated in the Technical Bid and should be quoted only in the Price Bid. In case the prices are indicated in the Technical Bid, the tender shall stand rejected.
- b) The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
- c) Each page of the tender document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.
- d) The bidder or authorized representative (one person only) will be allowed to be present at the time of pre bid meeting and at the time of opening of Technical Bid.
- e) "Price Bid" shall be opened only in those cases, where the offered items have fulfilled the prescribed technical specifications. The decision of the Purchase Committee will be final.
- f) The Tendering Authority reserves the right to terminate the bid process and reject all bids at any time prior to award of contract, without assigning any reason thereof.
- g) The engaged candidate has to work as per the working hours of Govt. of Odisha. The holidays of Govt. of Odisha will be applicable to the candidate(s) deployed over there. However if the authority orders to work in a holiday or beyond the working hours the deployed candidate has to abide by that order.
- h) After end of each month the service provider will raise the invoice to the Administrative Officer, OWSM and the invoice amount will be paid to the service provider through, PFMS. Payment to the candidate shall be into their respective bank account within 3 days of receipt of the invoice amount by the service provider. **Any discrepancy to pay the engaged candidate the entitled remuneration as above will be viewed as breach of agreement and will be liable for blacklisting.** Bidders are advised to quote reasonable service charges accordingly.
- i) OWSM will issue a LoA (Letter of Award) to the successful bidder and the successful bidder after accepting the LoA will receive a work order. Accepting the LoA will also be treated as a contract between the bidder and the OWSM, no separate agreement will be signed.
- j) The contract with the bidder will remain valid for a period of Two (2) years from the date of issue of work order. However the contract may be extended further upon satisfactory performance of the bidder.

- k) EMD of unsuccessful bidders will be returned within 10 working days after acceptance of the work order by successful bidder. The EMD of the successful bidder will be returned on submission of the Performance Bank Guarantee.
- l) The Performance Bank Guarantee (PBG) as per Annexure-VI will be equal to 5% of the total value of work, prior to placing of "Work Order".
- m) The Performance Bank Guarantee shall be valid for 2 years period from confirmation of order or Letter of Intent.
- n) Payments will be made by the concerned service provide within 15 working days of submission of invoice, based on completion of respective terms & conditions.
- o) Any notice given by one party to the other pursuant to this contract shall be sent in writing.
- p) All the disputes shall be subjected to Bhubaneswar jurisdiction only.

Evaluation & Award of Contract

- I. OWSM will examine & determine whether each bid is of acceptable quality, is generally complete & is substantially responsive to the bidding documents.
 - a. A substantially responsive bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material deviations, objections, conditionally or reservation. If a bid is not substantially responsive, it will be rejected.
 - b. In case, any tenders containing any conditions or deviations or reservations about contents of tender document, OWSM may ask for withdrawal of such conditions/deviations/reservations.
 - c. Decision of the tender inviting authority regarding responsiveness or non-responsiveness of a tender shall be final and binding.
 - d. An estimated service charge for the proposed service has been decided by the Tender Committee (kept in sealed envelope; which will be opened at the time of financial bid opening). If the service charge quoted by the bidder will less than 20% of the estimate service charge then the bid will be rejected.
 - e. The lowest quotation received for all the services will be treated as L1 and will be declared as successful bidder.
- II. OWSM will issue LoA (Letter of Award) to the successful bidder by a Registered Letter /Speed Post or by bearer. Duly signed and stamped duplicate copy of LoA has to be returned by the successful bidder within 7 (Seven) working days of receipt of LoA as token of acknowledgement.
- III. Work order will be issued only after receiving the acknowledged LoA from the successful bidder. Candidates have to be sponsored to OWSM within 15 days of issuance of work order.

ANNEXURE – I**DETAILS OF THE TENDERER**

Sl. No	Particular	
1	Name of the Firm/Agency	
2	Registered office Address & Complete postal address	
3	Telephone Number & E-Mail Id	
4	Name of Authorized Signatory (in block letters)	
5	Contact No.of authorized signatory	
6	Type of /Firm (Proprietary/ Partnership/ Pvt .Ltd./Public Ltd)	
7	Date of Establishment and Experience in business (In number of years)	
8	G.S.T. Registration No.	
9	PAN No.	
10	ESI Registration No	
11	EP.F Registration No	
12	Details of Earnest Money Deposit i.e Draft no, date and bank name.	

* Tenderer has to provide all relevant documents for the particulars filled in the Technical bid; as a proof.

Date:

Place:

Signature & Seal of the Bidder

ANNEXURE – II

TECHNICAL DETAILS

Details of one contract executed by the Agency during the last three years in the following form;

Sl.	Name & Address of the Client, where outsourcing service provided	Human resource Services already Provided		Contract Value (in RS. Lacs)	Duration of Contract (Date of award of contract)		
		Types of Service	Number of persons deployed		Word Order issued Number & date	Starting Date of Contract	Expiry Date of Contract

Enclose photocopies of the contract/ work order as mentioned in the format above for the ease of scrutiny).

Date:

Place:

Signature & Seal of the Bidder

ANNEXURE – III

**SELF DECLARATION FOR NOT BLACK LISTED AND MAKING FAIR PAYMENT
TO THE CANDIDATE**

To,

The Administrative Officer,
Odisha Water and Sanitation Mission,
Panchayati Raj and Drinking Water Department,
Government of Odisha

Ref: Tender no. dated 2019

Sir,

I / We.....here by confirm that our firm has not
been banned or blacklisted by any Government organization/Financial
institution/Court /Public sector Unit /Central Government.

I / We.....here by confirm that our firm will pay Rs
...../--- into the bank account of candidates engaged every month incase of
his / her attendance on all working days.

Date:

Place:

Signature & Seal of the Bidder

ANNEXURE- IV

PRICE SCHEDULE

RATE PER PERSON PER MONTH WITH ALL APPLICABLE STATUTORY DUES										
Sl. No.	HUMAN RESOUECE TYPE	Minimum remuneration *	SHARE OF EMPLOYEE		MONTHLY GROSS CONSOLIDATED REMUNERATION	SHARE OF EMPLOYER ON MINIMUM REMUNERATION		SERVICE CHARGES #	GST@18% On (Column 6)	TOTAL AMOUNT PER PERSON/ MONTH
			EPF@ 12%	ESI@ 0.75%		EPF@ 13%	ESI@ 3.25%			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1	Data Entry Operator	10,470	1440	90	12000	1560	390			
2	Security Guard	7329	1008	63	8400	1092	273			
3	Sweeper	7329	1008	63	8400	1092	273			
4	Attendant	7329	1008	63	8400	1092	273			

* Minimum remuneration of the person is the final amount to be credited in his/her bank account

an estimated service charge for the proposed service has been decided by the Tender Committee (kept in sealed envelope; which will be opened at the time of financial bid opening). If the service charges quoted by the bidder will less than 20% of the estimate service charge then the bid will be rejected.

- ❖ In case, there is any change of rate to the statutory dues, the revised rate will be accordingly applicable.
- ❖ Duties and Taxes will be deducted as per the statutory norms.

Date:

Place:

Signature & Seal of the Bidder

PERFORMA OF BANK GUARANTEE

To,

The Governor of Odisha

WHEREAS.....
(Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated to supply..... (Description of goods and services) (Herein after called "the Contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee; NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed the render or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

Our _____ branch at _____ *

(Name & Address of the _____ * branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ * branch a written claim or demand and received by us at our _____ * branch on or before Dt. _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)
Name and designation of the officer
Seal, name & address of the Bank and
address of the Branch