

**DIRECTORATE OF PRINTING, STATIONERY & PUBLICATION, ODISHA  
MADHUPATNA, CUTTACK-753010**

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**TENDER NOTICE NO.1/FOR OUTSOURCING OF GROUP-D POSTS(DARWAN, SWEEPER,  
CHOWIKIDAR, PEON/FARASH)FOR THE YEAR 2022-23.**

In pursuance to Govt. of Odisha, Commerce & Transport(Com.) Dept. letter No.1202/Com., dt.30.3.2022 , it is decided that the following Group-D posts shall be engaged on outsourcing basis through the registered Service Provider on transparent and competitive process. Hence, the Director, Printing, Stationery & Publication, Odisha, Cuttack invites tender in double sealed cover (Technical bid along with E.M.D. in one cover and price bid in another cover) from the eligible Service Providers having GST Registration Certificate in Form No.-25 to offer the rates for participation in order to provide the employees of the following categories.

Sl. No.	Name of the Posts	No. of Posts.
1.	Darwan	08
2.	Sweeper	06
3.	Chowkidar	04
4.	Peon/Farash	06

Details of documents can be obtained on any working day during the office hour at 11.00 A.M. to 4.00 P.M. from **02.05.2022 to 22.05.2022** from the office of the undersigned on payment of **Rs.505/- (Rupees five hundred five)** only + G.S.T. (non-refundable) in cash by person only.

The tender information can also be downloaded from the Odisha State Government website i.e. **www.odisha gov.nic.in** and Odisha Govt. Press Website i.e. **www.ogpress.nic.in**. In such cases the bidder is to submit along with a bank draft of **Rs.505/- (Rupees five hundred five)** only (non-refundable) drawn in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack.

The tender document as required by this office along with E.M.D. of Rs.50,000/- in shape of F.D.R. from any Nationalized/Schedule Bank duly pledged in the name of Director, Printing, Stationery & Publication, Odisha, Cuttack (Except Bank Draft and Cheque) shall be received by 1.30 P.M. on **23.05.2022** and the Technical bids will be opened at 3.00 P.M. on the same day in presence of the tenderer or one of their authorized representatives and Tender Committee.

The undersigned reserves the right to reject any or all tenders and to alter/amend the terms & conditions of tender without assigning any reason thereof.

All disputes shall be finalised by the Court of the Cuttack jurisdiction for the above purpose.

Sd/-S.Sahoo  
Accounts Officer (Purchase),  
Directorate of Printing, Stationery and Pubn.,  
Odisha, Madhupatna,Cuttack-10.

**DIRECTORATE OF PRINTING STATIONARY & PUBLICATION, ODISHA,  
MADHUPATNA,CUTTACK-753010**

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Tel. No-0671-2344410,

TENDER DOCUMENT

IMPORTANT INFORMATION TO THE BIDDER:

- (a) Availability of tender document: Odisha State Government website i.e. **www.odisha.gov.nic.in** and Odisha Govt. Press Website i.e. **www.ogpress.nic.in** from 02.05.2022 to 22.05.2022.
- (b) Date and time for submission of the Tender documents by speed post/Registered post/courier :Up to 1.30 pm on 23.05.2022.
- (c) Cost of tender paper : Rs.505/-including all taxes (non refundable)
- (d) Earnest money Deposit : Rs.50,000/- (Rupees fifty thousand) only  
(cost of tender paper, Bank Draft drawn in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack and EMD in shape of FDR/TDR duly pledged in favour of the Director of Printing Stationery & Publication, Odisha, Cuttack to be annexed with the Technical Bid)
- (e) Opening Of Technical Bids: on 23.05.2022.
- (f) Opening at Financial Bids of Successful Bidders: The date and time will be intimated later on.

**SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS**

1. The Directorate of Printing, Stationery & Publication, Odisha,Cuttack-10 requires the services of manpower from Service Provider Agency on contract basis.
2. The initial period of contract is for 01 (one) year and the contract may be further extended considering the requirement. Director of Printing, Stationery & Publication, Odisha,Cuttack-10 reserves the right to terminate this initial contract at any time after giving 15 days notice to the Service Provider.
3. The interested Manpower Service Providers may submit the tender document complete in all respects along with EMD and other requisite documents on or before dt **23.05.2022** up to 1.30 pm addressed to the Director, Printing, Stationery & Publication, Odisha, Madhupatna, Cuttack-10, by registered post/ speed post/ courier only. DIRECTOR OF P.S. & P.ODISHA, Cuttack-10 is not responsible for any postal delay.
4. 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's to DIRECTORATE OF P.S. & P.,ODISHA, Cuttack & "Financial Bid for providing manpower's to DIRECTORATE OF P.S. & P.,ODISHA, Cuttack" Both sealed envelopes should be kept in another sealed envelope super scribing "Tender for providing manpower's to DIRECTORATE OF P.S. & P.,ODISHA, Cuttack for the year,2022-23". The tender should be addressed to the Director "Printing, Stationery & Publication Odisha, Cuttack.

5. Earnest money Deposit (EMD): The EMD an amount of Rs.50,000/-(Rupees fifty thousand) only in shape of FDR/TDR of any nationalized/ scheduled bank duly pledged in favour of the Director, Printing, Stationery & Publication ,Odisha, Cuttack-10 should be accompanied with the Technical Bid of the service provider.
6. The service providers are required to enclose self attested photo copies of the following documents along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further:
  - (a) Registration certificate of the applicants organization.
  - (b) Documentary proof of the registered office or one of the branch offices of the manpower service providers located in Cuttack/Bhubaneswar.
  - (c) Document on any proof of experience for preceding 03 years in providing manpower services to State Government/ Central Government Departments/PSU
  - (d) Copy of PAN
  - (e) Copy of GST registration certificate
  - (f) Copies of EPF and ESI registration certificates
  - (g) Copy of valid Contract labour License (R& A) Act,1970.
  - (h) Copy of the Audited Statement of accounts of last 03 financial years.
  - (i) Copy of the Licence to engage in the Business of private security Agency issued by Home Department, Govt. of Odisha.
  - (j) EMD in shape of FDR/TDR of any Nationalised/Schedule Bank
  - (k) Tender Document duly signed and sealed by the authorized person of the service provider in each page as a token of acceptance of all terms and conditions of the Bid. The Bidders who meet the qualitative requirements specified in the technical Bid will only be considered for opening financial Bid. Financial Bid of technically disqualified bidder will not be opened.
7. The successful bidder has to produce income Tax Return for the Financial year 2019-20, 2020-21 & 2021-22 i.e Assessment year 2020-21,2021-22, & 2022-23, upto-date GST Return, Copies of EPF Electronic challan Return(ECR)and remittance conformation slip copy of ESI e-challan before issue of the work order failing which its offer will be cancelled. Offer will be given to the next successful bidder with the above conditions and so on.
8. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
9. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient a separate sheet duly signed by the authorized singnatory may be attached. No overwriting or correction is permitted in the financial Bid form. In such cases,the tender shall be summarily rejected. However corrections if any, in the Technical Bid must be initialed by the person authorized to sign the technical bids.

10. The Technical bids shall be opened on 23.05.2022 at 3.00 PM in Mini Conference Hall (Administrative Block) of Directorate of Prtg., Sty. & Publication, Odisha, Madhupatna, Cuttack in the presence of the representatives of the Service Providers, if any, who wish to be present on the spot at that time.
11. The financial Bid of only those tenderers will be opened whose Technical bids are found in order.
12. The DIRECTOR OF P.S. & P., ODISHA, Cuttack reserves the right to annul or reject all or any of the bids without assigning any reasons thereof.

**MINIMUM QUALIFICATION & ELLIGIBLTY CRITERIA OF DIFFERENT MANPOWERS TO BE DEPLOYED BY THE  
SUCCESSFUL MANPOWER SERVICE PROVIDER AT DIRECTORATE OF PRINTING, STATIONERY, &  
PUBLICATION, ODISHA, CUTTACK**

Sl. No	Manpower	Requirement	Age	Qulification
1	Darwan	08	Should not be less than 20 and more than 40 years of age	Must have passed 10 <sup>th</sup> from BSE Odisha or equivalent. Must be physically fit to work in office. Well behaved & gentle.
2	Sweeper	06	Should not be less than 20 and more than 40 years of age	The candidate must have studied up to Class-VII. Must be physically fit to work in office. Well behaved & gentle.
3	Chowkidar	04	Should not be less than 20 and more than 40 years of age	Must have passed 10 <sup>th</sup> from BSE Odisha or equivalent. Must be physically fit to work in office. Well behaved & gentle.
4	Peon/Farash	06	Should not be less than 20 and more than 40 years of age	Must have passed 10 <sup>th</sup> from BSE Odisha or equivalent. Must be physically fit to carry out official work. Must have knowledge of operating Xerox Machine

**TECHINICAL BID**

(for Providing different man-powers at DIRECTORATE OF PRINTING, STATIONERY, & PUBLICATION,  
ODISHA,CUTTACK-10)

1. Name of Tendering Manpower Service  
Provider:\_\_\_\_\_.
2. Details of earnest Money Deposit: FDR/TDR No. \_\_\_\_\_  
date \_\_\_\_\_ of Rs \_\_\_\_\_ drawn on  
Bank \_\_\_\_\_.
3. Name of Proprietor/Partner/ Director: \_\_\_\_\_.
4. Full Address of Registered Office:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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 officer  
(s): \_\_\_\_\_  
\_\_\_\_\_
7. Banker of Manpower Service Provider (Attach certified copy of statement of A/c for the last Three  
years): \_\_\_\_\_  
\_\_\_\_\_  
Telephone number of Banker :- \_\_\_\_\_
8. PAN (Attach attested copy): \_\_\_\_\_
9. GST Registration No. (Attach attested copy): \_\_\_\_\_
10. E.P.F. Registration No. (Attach attested copy): \_\_\_\_\_
11. E.S.I. Registration No. (Attach attested copy): \_\_\_\_\_
12. Valid Contract Labour License (Attach attested copy): \_\_\_\_\_
13. Valid License issued by Home Department Govt. of Odisha (Attach attested  
copy): \_\_\_\_\_
14. Financial Turnover of the tendering Manpower Service Provider For the below mentioned Financial  
Years on contract for providing manpowers . Financial Year Amount (in lakhs) Remarks, if any  
2019-20  
2020-21  
2021-22

15. Additional information, if any (Attach Separate Sheet if space provided is insufficient):
16. Give details of the major similar contracts handled by the tendering Manpower Service Provider in Govt./ Central Govt./ PSU during the last three i.e. 2019-20,2020-21 & 2021-22 in the following format along with the documentary proof.

(if the space provided is insufficient, a Separate Sheet may be attached)

Sl No.	Name of Organisation, Address with Telephone Number.	Types of Manpower	Amount of Contract	Duration of Contract	Remarks

The supporting document duly authenticate by the competent authority of the client organization shall be attached.

17. Additional information, if any (Attach separate sheet, if required):

Date:

Signature of Authorized Person

Place:

Name:

Seal:

**Declaration**

I, \_\_\_\_\_ Son / Daughter / Wife of  
Shri \_\_\_\_\_ 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 / document 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 reject of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of Authorized Person

Place:

Name:

Seal:

**FINANCIAL BID**

(For Providing Different Manpower at DIRECTORATE OF P.S. & P., ODISHA, CUTTACK)

1. Name of Manpower Service Provider: \_\_\_\_\_

2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc:

Sl No.	Manpower Type	Monthly rate per person						
		Minimum Take home remuneration per month in Rs.	EPF	ESI	GST	Other statutory dues if any	Service charge	Total per person
01	Darwan	8,070.00						
02	Sweeper	8,070.00						
03	Chowkidar	8,070.00						
04	Peon	8,070.00						

Date:

Signature of Authorized Person

Place:

Name:

Seal:

**NOTES:**

1. The total rates quoted by the agency should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on basis of no. of working days for which duty has been performed by each manpower.
3. IT(TDS) if any shall be deducted as per the law in force at that time.
4. EPF,ESI,GST is to be calculated as per existing rules. Directorate of P.S. & P., Odisha, cuttack is authorized to make corrections in case of wrong calculation made by the bidder in respect of EPF, ESI, GST rate while determining the lowest – 01 (L 1) bidder. In this regard the decision of the Director,P.S. & P., Odisha, Cuttack is final and binding.



## TERMS AND CONDITIONS

### **GENERAL**

1. The Agreement shall commence for a period of one year from the date of engagement of different man powers unless it is 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 of Director of P.S.&P., Odisha, Cuttack.
2. The Agreement shall automatically expire on completion of one year unless extended further by the mutual consent of the manpower service provider and the authority.
3. The Agreement may be extended, on the same terms and condition or with some additions/deletions/modification, for a further specific period mutually agreed upon by the manpower service provider and the authority.
4. 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.
5. The manpower service provider will be bound by the details furnished by it to the authority while submitting the tender or at subsequent state. In case any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the agreement.
6. The authority reserves the right to terminate the agreement during initial period also after giving 15 days notice to the manpower service provider.
7. The person deployed shall be required to perform duty as per assignment by the Directorate of P.S.&P., Odisha , Cuttack. In case the person deployed remains absent on a particular day or comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
8. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the authorized officer of Directorate of P.S.& P.,Odisha, Cuttack so that optimal services of the persons deployed could be availed without any disruption.
9. The entire financial liability in respect if man power service deployed in the Director of P.S & P., Odisha, Cuttack be that of the manpower service provider and the Directorate of P.S & P., Odisha, Cuttack 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 evidences as may be required by the Director of P.S & P., Odisha, Cuttack.
10. The manpower cost shall be paid monthly basis on actual days of working as per the work certificate furnished by the officer In charge. No overtime charges will be entertained. The monthly acquaintance roll along with the bank account transfer copy for payment to the engaged manpower's & monthly ECR challan copy are to be submitted.

11. For all intents and purposes, the manpower service provider shall be “Employer” within the meaning of different Rules and Acts in respects of manpower so deployed. The person deployed by the manpower service provider shall not have any claim whatsoever like employed and employee relationship against the Director of P.S. & P., Odisha, Cuttack.
12. The manpower service provide shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The Director of P.S. & P., Odisha, Cuttack in no way be responsible for settlement of such issues whatsoever.
13. The Director of P.S. & P., Odisha, Cuttack will 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 the payment towards any compensation.
14. 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.
15. In case of termination of this Agreement in its expiry or otherwise the persons deployed by the manpower service provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
16. The person deployed shall not claim any benefit or compensation or regularization of deployment with the Director, P.S. & P. , Odisha , Cuttack 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.
17. The manpower service provider must be registered with the concerned Govt. Authorities I.e. Labour Department, Provident fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration certificate should be submitted.
18. 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 own personal reasons. The payment in respect of the over lapping 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, whatever applicable.
19. The person deployed by the manpower service provider should have good police records and no criminal case should be pending against them.
20. The person deployed should be polite, cordial and efficient while undertaking the assigned work. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed. The Service Provider should supply uniform to the persons deployed.

**LEGAL**

21. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to its employees deployed in the DIRECTORATE OF P.S. & P., ODISHA, CUTTACK. The Director, P.S. & P., Odisha, Cuttack have no liabilities in this regard.
22. The manpower service provider shall also be liable for depositing all taxes levies, cess, etc. on account of service rendered by it to the DIRECTOR OF P.S. & P., ODISHA, CUTTACK to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Attested Xerox copy of such document shall be furnished to the DIRECTOR OF P.S. & P., ODISHA, Cuttack.
23. The manpower service provider shall maintain all statutory register under the law and shall produce the same on demand, to the authority of the DIRECTOR OF P.S. & P., ODISHA, Cuttack or any other authority under law.
24. The tax deduction at source (T.D.S) shall be done as per the provisions of the income tax act/rule, as amended from the time to time and certificate to this effect shall be provided by the DIRECTOR OF P.S. & P., ODISHA, Cuttack.

**\* Note : Registration/License under the Contract Labour (Regulation and Abolition) Act, 1970 is applicable to Manpower Service Provider.**

25. In case the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the DIRECTOR OF P.S. & P., ODISHA, Cuttack is put to any loss/obligation, monetary or otherwise, DIRECTOR OF P.S. & P., ODISHA, Cuttack will be entailed to get it self reimbursed out of the outstanding bills or the performance security deposit of the manpower service provider to the extent to the loss or obligation in monetary terms.
26. The Agreement is liable to be terminated in the event of non-performance, deviation of terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues. The DIRECTOR OF P.S. & P., ODISHA, Cuttack will have no liability towards non-payment of remuneration to the person 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 DIRECTOR OF P.S. & P., ODISHA, Cuttack concerned by the person deployed, the same will be recovered from the unpaid bills or adjusted from the Performance Security deposit.

**FINANCIAL**

27. The technical bid should be accompanied with an earnest money deposit (EMD), refundable without interest, drawn in any Nationalized Bank/Scheduled Bank duly pledged in favour of DIRECTOR OF P.S. & P., ODISHA, payable at Cuttack failing which the tender shall be rejected out rightly.
28. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First stage)/ Financial bid (second competitive stage) shall be returned to them without any interest. In case of successful tenderer if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of place in the order, the EMD shall stand forfeited without giving any further notice.

29. The successful Tenderer will have to deposit 5% of the contract value only in shape of F.D.R./T.D.R. of any Nationalised/Schedule Bank duly pledged in favour of the Director of Printing Stationery & Publication, Odisha, Cuttack as a Performance Security Deposit.
30. In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the manpower service provider shall be liable to be forfeited besides annulment of the agreement.
31. The manpower service provider will be responsible for payment of wages/remuneration/salary to the personnel deployed by them. Each month the Agency shall furnish photocopy of Acquaintance Roll exhibiting payment released to each personnel, attendance sheet along with the bill (in triplicate). There after it shall be reimbursed by DIRECTOR OF P.S. & P., ODISHA, Cuttack after verification.
32. The claim in bills regarding employees state insurance, provident fund, GST etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill of the 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 DIRECTOR OF P.S. & P., ODISHA, Cuttack .
33. 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 manpower service provider shall be deducted from its monthly bills in the succeeding month.
34. The authority reserve the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
35. 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 decision and the same shall be binding on all parties.
36. All disputes shall be under the jurisdiction of the Court at Cuttack.
37. The successful bidder will enter into an agreement with DIRECTOR OF P.S. & P., ODISHA, Cuttack for supply of suitable manpower as per requirement of the Directorate of P.S.& P., Odisha, Cuttack on the above terms and condition.

Sd/-S.Sahoo  
Accounts Officer (Purchase),  
Directorate of Printing, Stationery and Pubn.,  
Odisha, Madhupatna, Cuttack-10.

**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT MANPOWER**

1. List of different manpower's shortlisted by agency for deployment in, DIRECTOR OF P.S. & P., ODISHA, Cuttack will be submitted containing full details i.e. date of birth, marital status, address, educational qualification i.e. minimum qualification, H.S.C, Intermediate, Graduation, professional/technical qualification certificate of recognized Board/Council/ University certificate of recognized institution.
2. Identity proof.
3. Any other document considered relevant.