

OFFICE OF THE TREASURY OFFICER, DISTRICT TREASURY, CUTTACK

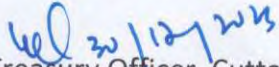
Tender Notice No. 2116 /dated 30/12/2023

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Sealed tenders are invited by the Treasury Officer, District Treasury, Cuttack functioning under Finance Department, Govt. of Odisha in two-bid system from reputed manpower agencies/service providers to provide manpower for the services of consultancy(Unskilled) Manpower under District Treasury, Cuttack i.e one each at District Treasury, Cuttack, Special Treasury, Cuttack and Sub-Treasuries at Mahanga/Baramba/Athagarh/Narsinghpur for a period of one year for day to day management of official work .
2. The Authority is not bound to accept any bids and reserves the right to terminate the selection process at any time prior to the award of the contract without assigning any reason thereof.
3. The intending bidders those who download the tender document from the website, they have to submit a DD of Rs. 1000/- only in favour of the Treasury Officer, District Treasury, Cuttack which is non-refundable. The tender document is not transferable to any other bidder.
4. The last date and time for submission of tender document is 22.1.2024 by 5 PM through **Speed Post/Regd. Post only. Tenders submitted by any other means shall be rejected.** The date of opening of bids is fixed on 24.1.2024 at 3 PM in the Office Chamber of the Treasury Officer, District Treasury, Cuttack. The date of opening of price bids shall be intimated to **only those bidders who qualify in the technical bids** in due course of time.
5. The tentative requirement is for the 06 nos. of consultancy (Unskilled) Manpower and the estimated cost of contract is about Rs.11,00,000/-(Eleven Lakh).
6. The interested manpower service providers may submit the tender documents complete in all respects along with **Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand) only** and other requisite documents by 22.1.2024 up to 5 P.M. addressed to Treasury Officer, District Treasury, Cuttack through Speed Post/Regd. Post only.

kel 30/12/23

7. 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 superscribing **“Technical Bid and Financial Bid for Providing Manpower Services to the Treasury Officer, District Treasury, Cuttack.”** Both sealed envelopes should be kept in a third sealed envelope super scribing **“Tender for Providing consultancy(Unskilled) Manpower to District Treasury, Cuttack.”**
8. The EMD of Rs. 50,000 (Rupees Fifty Thousand) only, refundable without interest, should be necessarily accompanied with the Technical Bid of the service provider in the form of DD drawn in favour of The Treasury Officer, District Treasury, Cuttack **failing which the tender shall be rejected summarily.**
9. **The conditional bids shall not be considered and will be rejected outright in the very first instance.**
10. All entries in the tender form should be legible and filled up 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 under any situation. In such cases, the tender shall be summarily rejected.**
11. The scheduled date and time of opening of the Technical Bids is fixed on 24.1.2024 at 3 PM in the office chamber of the Treasury Officer, District Treasury, Cuttack. The Technical Bids shall be opened in the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time.
12. The Financial Bids of only those tenderers shall be opened whose Technical Bids are found in order. The scheduled date and time of opening of the Financial Bids shall be informed to only the qualified bidders in advance by the Treasury Officer, District Treasury, Cuttack. The Financial Bids shall be opened in the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time.
13. The Treasury Officer, District Treasury, Cuttack reserves the right to annul all bids without assigning any reasons.
14. The service charges for the aforesaid bid should be within 3.85% (minimum) to 07% (maximum).
15. The bidders are requested to furnish the Financial bid indicating the remuneration as indicated in Finance Department Letter No-30722/F, dated-06.11.2023 and other statutory charges as applicable i.e. EPF,ESI, Service charges and GST correctly.


District Treasury Officer, Cuttack

TECHNICAL BID (COVER-A)

The tendering manpower service provider should submit the following required documents in Technical Bid for their bids to be considered as responsive:

- (a) Earnest Money Deposit of Rs. 50,000/- only by way of DD in favour of the Treasury Officer District Treasury, Cuttack.
- (b) Up-to-date photocopy of valid GST registration certificate duly self attested.
- (c) Valid Trade license from concerned authority duly self attested.
- (d) Photocopy of ESI Registration No. and authority with whom registered duly self attested.
- (e) Credibility and experience certificates issued from the concerned authority/employer for at least 03years in supply of manpower in a Govt. Organisation.
- (f) Photocopy of valid labour license issued from concerned District Labour Office duly self attested.
- (g) The tenderer must also submit an affidavit that the provider or company has not been blacklisted and no criminal case is pending against the provider or company.
- (h) Photocopy of EPF account number and authority with whom registered duly self attested.
- (i) Full address of registered office with telephone no./FAX no./Mobile no.
- (j) The firm should have a registered/branch office in Cuttack city and should submit appropriate proof of the same.
- (k) IT return for last three years duly self attested. i.e for AY2021-22,2022-23,2023-24.
- (l) Annual turnover of Rs6.00 Lakh (Minimum) duly self attested for 2020-21, 2021-22 and 2022-23
- (m) Audit report for year 2020-21, 2021-22 & 2022-23 duly self attested.
- (n) Money receipt/DD of Rs. 1000/- only (non-refundable) by way of DD in favour of the Treasury Officer, District Treasury, Cuttack towards purchase of tender paper failing which bids will be rejected.
- (o) Photocopy of PAN card duly self attested.

Handwritten signature and date: 20/11/2023

APPLICATION – TECHNICAL BID

(To be typed in the letterhead of the bidder)

For providing Manpower Services to Treasury Officer District Treasury, Cuttack

1. Name of Tendering Manpower Service Provider: _____.

2. Details of Earnest Money Deposit: DD No. _____ date _____ of Rs. _____ drawn on Bank _____.

3. Name of Proprietor/Partners/Directors: _____

4. Full Address of Registered Office (with telephone no./FAX no./E-mail address):

5. Full Address of Operating/Branch Office (with telephone no./FAX no./E-mail address):

6. Name & telephone no. of Authorized officer/person to liaise with: _____

7. Banker of the Manpower Service Provider (attach certified copy of statement of A/c for the last three years): _____

8. PAN/GIR No. (attach self attested copy): _____

20/11/23

9. GST registration no. (attach self attested copy): _____

10. EPF registration no. (attach self attested copy): _____

11. ESI registration no. (attach self attested copy): _____

12. Annual turnover of the tendering Manpower Service Provider for last **three** financial years:

Financial Year	Amount (in Rs.)	Remarks if any
2020-21		
2021-22		
2022-23		

Additional information if any:

(attach separate sheet if space provided is insufficient)

13. Give details of similar contracts handled by the tendering manpower service provider during the last three years in the following format:

Sl. No.	Name of client, address, telephone & Fax No.	Manpower services provided		Amount of contract (Rs. Lakhs)	Duration of contract	
		Type of manpower provided	No.		From	To

Additional information if any:

(attach separate sheet if space provided is insufficient)

Date:

Place:

Signature of authorized person

Name:

Seal:

Handwritten signature and date: 20/11/2023

DECLARATION

(To be typed in the letterhead of the bidder)

1. 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/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.

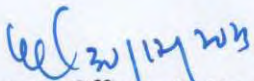
Date:
Place:

Signature of authorized person
Name:
Seal:

Handwritten signature in blue ink

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL
MANPOWER SERVICE PROVIDER IN DISTRICT TREASURY, CUTTACK**

1. He/she should be above 18 years of age and not exceeding 40 years.
2. The Minimum Educational Qualification for Attendants will be 10th pass.
3. All the personnel should be of sound body and mind, possessing a pleasant personality with sympathy towards cancer patients, and drive to take care of the comfort of terminally ill patients.
4. For all intents and purposes, the manpower service provider shall be the "Employer" within the meaning of different Rules & 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 this centre.
5. The persons deployed should be polite, compassionate, and efficient while handling the assigned work and their actions should promote good will and enhance the image of this centre. The manpower service provider shall be responsible for any act of indiscipline on the part of the persons deployed.
6. The persons deployed shall not claim any benefit/compensation or absorption/regularization of deployment with this centre under the provision of rules and Acts. Undertakings from the persons deployed to this effect shall be required to be submitted by the manpower service provider.
7. In case of termination of the Agreement on 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 in this centre.


District Treasury Officer, Cuttack

APPLICATION – FINANCIAL BID (COVER-B)

(To be typed in the letterhead of the bidder)

**For Providing Consultancy Unskilled Manpower Services to District Treasury,
Cuttack**

Sl. No.	Manpower type	Monthly rate per person					Total Remuneration per month manpower
		Remuneration in Rs. for 30 days of work (As per F.D Letter No-30722/F,date d06.11.2023)	Employer Contribution for EPF in Rs.	Employer Contribution for ESIC in Rs.	Service Charge (Within 3.85% to 07%)	GST in %	
1	Consultancy (Unskilled) Manpower (06 nos.)						
Grand Total							

Signature of authorized person

Date:

Name:

Place:

Seal:

Note:

1. The total rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into contract.
2. The service charge quoted shall be a **whole number** and **neither in decimals or zero or in percentage. All such bids shall be rejected outright.**
3. In case there are **similar rates** quoted by two or more firms, the **L1 bidder** shall be decided on the following:
 - a. The bidder who has the **maximum number of years of work experience in Govt. Organisations in similar line of work.**
 - b. If maximum years of work experience is the same, then the L1 bidder shall be the one with **highest average annual turnover for the last three years.**

Handwritten signature in blue ink

OFFICE OF THE TREASURY OFFOCER, DISTRICT TREASURY OFFICER; CUTTACK.
Mail id:dt.cuttack@gmail.com. Phone No.0671-2508776

No.-----2117-----/dt. 30/12/2023

To

The Head, State Portal Group
IT Center, Odisha,Bhubaneswar.

Sub: Uploading of Advertisement for providing of service of Consultancy (Unskilled)
manpower in respect of District Treasury,Cuttack

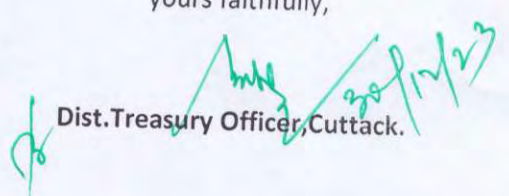
Sir,

With reference to the subject cited above, I am to enclose herewith an Advertisement towards providing of service Consultancy (Unskilled) manpower in respect of District Treasury,Cuttack i.e. one each at District Treasury ,Cuttack,Special Treasury,Cuttack and Sub-Teasuries Mahanga/Baramba/ Athagarh/ Narsinghpur under District Treasury, Cuttack for uploading in State potal.

This is for favour of your information & necessary action.

Encl: As above

yours faithfully,


Dist.Treasury Officer,Cuttack.