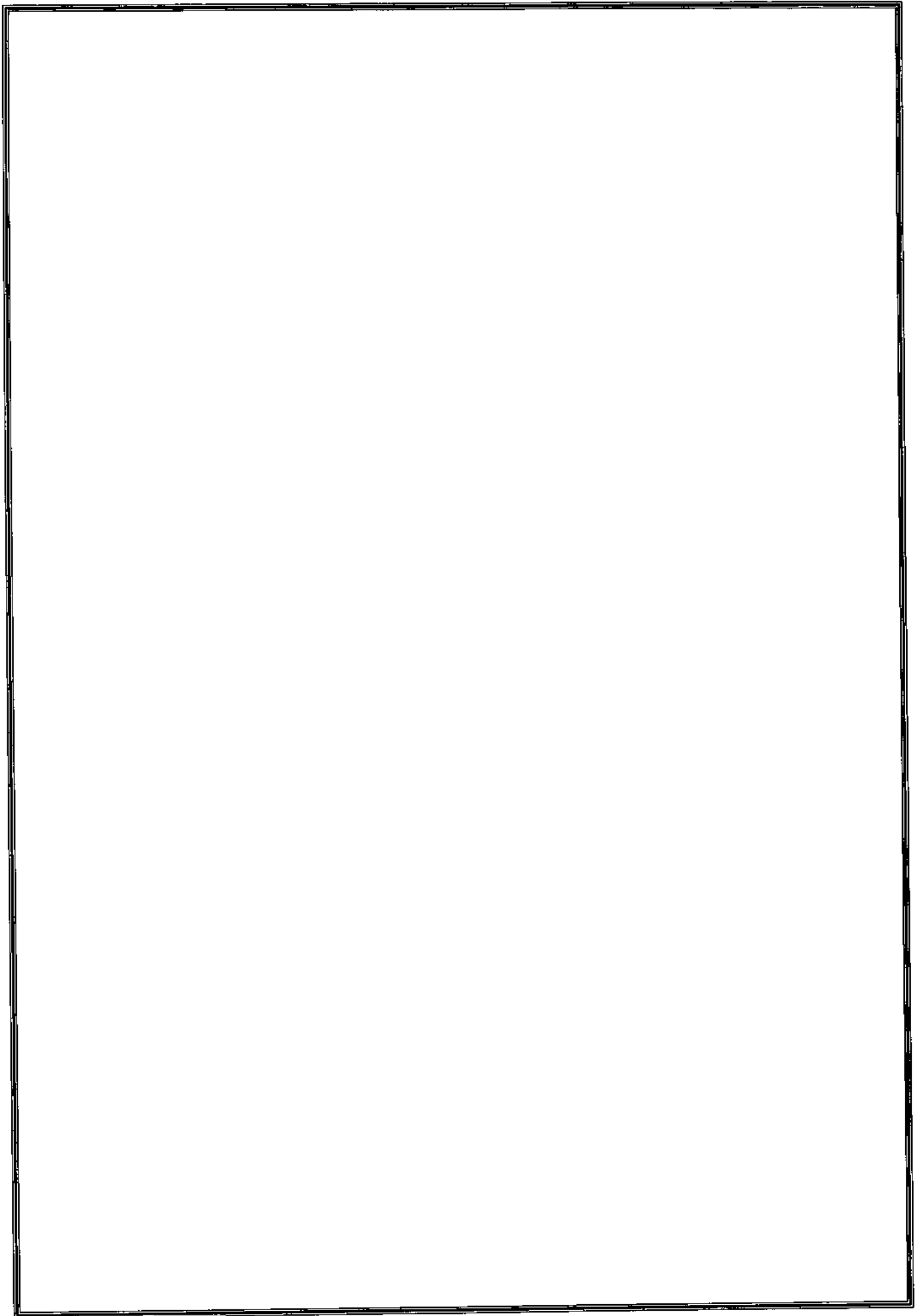

TENDER DOCUMENT
FOR
SELECTION OF AGENCY
FOR
MANPOWER SERVICE
FOR
DEPARTMENT OF HANDLOOMS, TEXTILES AND HANDICRAFTS

Handlooms, Textiles & Handicrafts Department
Lok Seva Bhawan, Odisha, Bhubaneswar-751001
E-mail: htthdepartment@gmail.com





HANDLOOMS, TEXTILES & HANDICRAFTS DEPARTMENT, GOVT. OF ODISHA
TENDER CALL NOTICE FOR SELECTION OF AGENCY FOR PROVIDING MANPOWER
SERVICE FOR HT&H DEPARTMENT


No. HTH-OEI-MEET-0003-2024/ I-OE-34/2024 1550 /HT&H, Dated...06/03/2024

Handlooms, Textiles & Handicrafts Department, Govt. of Odisha invites "Tender" in two bids i.e Technical Bid and Financial bid in sealed cover along with requisite documents from interested and experienced service providers for providing manpower service for Handlooms, Textiles & Handicrafts Department.

The bid document can be downloaded from the website: <http://handloom.odisha.gov.in> . The bidder has to submit the cost of document i.e., Rs. 1000/- in shape of DD favoring Deputy Secretary to Government, HT&H Department with the technical bid. The last date of receipt of the sealed offers in the office at HT&H department is up to 5.00P.M **on dtd 27.03.2024** by **Speed Post /Registered Post/ Courier** only. The "Technical Bids" will be opened **at 11.00A.M on dt28.03.2024** in presence of the bidders or their authorized representatives. Without the authorization letter, the representative of bidder will not be allowed to attend the opening of the bid. The "Financial Bids" of qualifying bidders will be opened on a suitable date and time under intimation to the qualified bidders.


The bidders have to submit documents as specified along with technical bid in conformity with the detail terms & conditions in Tender.

The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.


06.03.2024


Deputy Secretary to Government

Memo No. 1551 /HT&H, Bhubaneswar dated the 06/03/2024
Copy alongwith enclosures (both hard & soft copy) forwarded to Biswa Ranjan Thanapati, Section Officer, who is in charge of updating Department Website, with a request to upload the notice in the Department website.


06.03.2024

Deputy Secretary to Government

Memo No. 1552 /HT&H, Bhubaneswar dated the 06/03/2024
Copy forwarded to I&PR Department with a request to publish the notice in Odia & English Daily for wide publicity.


06.03.2024

Deputy Secretary to Government

DATA SHEET

Sl.No.	Particulars	Details
1	Name of the Client	Handlooms, Textiles & Handicrafts Department
2	Method of Selection	Quality-cum-Cost Based Selection (QCBS)
3	Date of Issue of Tender	07.03.2024
4	Pre bid Meeting	NR
5	Deadline for receipt of Proposal and time	27.03.2024
6	Date of opening of Technical Proposal	28.03.2024
7	Date of opening of Financial Proposal	30.03.2024
8	Expected date of commencement of assignment	1st April, 2024
9	Bid document Fee (Non-Refundable)	Rs. 1000/- only in the shape of Demand Draft in favour of DDO-cum-Deputy Secretary to Government, HT&H Department.
10	Earnest Money Deposit (EMD)* *Refundable subject to satisfactory performance & compliance to laid down conditions.	Rs. 37000/- in form of Demand Draft in favour of DDO-cum-Deputy Secretary to Government, HT&H Department.
11	Contact Person	Smt. Jyotshnamayee Pattanaik, Deputy Secretary to Govt., Mob:- 9438486434
12	Postal Address for submission of Proposal	Deputy Secretary to Government, Handlooms, Textiles & Handicrafts Department, LokSeva Bhawan, Odisha, Bhubaneswar, Pin-751001 Email:- hthdepartment@gmail.com
13	Mode of Submission of proposal	Speed Post/ Registered Post/ Courier only to the address as specified at No. 12 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
14	Place of opening of proposal	Conference Hall of HT&H Department.
15	Website to visit for download of bid document.	https://handloom.odisha.gov.in/

DISCLAIMER:

This Tender is not an offer by HT&H Department, but an invitation to receive offer from the bidders/ firms/ agencies etc. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is signed and executed by duly authorized officers of HT&H Department with selected bidder/firm/agency.

**TENDER FOR SELECTION OF AN AGENCY FOR PROVIDING MANPOWER SERVICE
FOR HANDLOOMS, TEXTILES & HANDICRAFTS DEPARTMENT
TERMS OF REFERENCE**

1. Objective

The objective of this Tender is to select an agency for providing manpower service to achieve the following:

S N	Service Required	Scope of Work	Qualification	Terms of Reference
1	Driver	<ul style="list-style-type: none"> To drive Govt. Vehicle with due sincerity and responsibility without causing any harm to the public property and to be obedient to the officers to whom attached. 	<ul style="list-style-type: none"> The minimum qualification for Driver is Higher Secondary Certificate Examination (10+2) or its equivalent from any recognized school, Board of Institutions. The Driver should possess valid driving license for driving light motor vehicle, knowledge of motor mechanism. He should be well behaved, gentle and obedient in nature. 	Annexure-I
2	Attendant	<ul style="list-style-type: none"> To attend officers or sections of the Department. Any other work of the Department requiring physical engagement. 	<ul style="list-style-type: none"> Minimum Educational Qualification 8th Pass. She/he should be well behaved, gentle and obedient in nature. 	Annexure-I
3	Sanitation Worker	<ul style="list-style-type: none"> Cleaning, sweeping, mopping of floors with phenyl on daily basis or as required by Officer-in-Charge. Thorough cleaning of all toilet at least thrice a day (8:30 AM, 12:00 Noon and 3:30 PM) using required detergents by putting naphthalene balls and air purifier in all urinals, wash basins. Cleaning of office working areas, removing dust from floors, windows, doors, furniture, fixture, telephones, cupboards, air conditioners, filing Almirah, Cabinets, glass panes, computers etc. with dry/wet duster and or with suitable cleaning equipment, mopping of floors with phenyl. Collection of waste paper baskets, lobbies and putting in bags at the specified location before 9 A.M. Care taking of indoor plants placed inside the Department. 	<ul style="list-style-type: none"> He should be well behaved, gentle and obedient in nature. 	Annexure-I

2. Duration

The contract period shall be valid for One Year from the issue of the work order & is subject to extension of One Year on Satisfactory Performance.

3. Eligibility Criteria

The bidder/firm/agency, registered under the relevant acts, has to fulfill the below mentioned eligibility criteria:

- 3.1 The bidder/firm/agency must have valid GST registration number and PAN number. The bidder must be registered under Odisha GST (OGST) Act.
- 3.2 The bidder/firm/agency must be Bhubaneswar based as on date of submission of bid. Relevant documents in support of incorporation are to be furnished.
- 3.3 The bidder/firm/agency must have been covered by the labour registration such as EPF,ESI, Contract Labour (R & A Act) and PSARA.
- 3.4 The bidder/firm/agency must have cover more than 100 manpower under EPF/ESI during last three years ending FY2023. The ECR copy must be submitted.
- 3.5 The bidder/firm/agency must have minimum Turnover INR 30 lakhs each in last three years ending FY2023 in manpower service only and in aggregate minimum turn over of 1.5 crore during the last 3 (three) financial years ending FY 2023 in manpower service only .
- 3.6 The bidder/firm/agency must have successfully completed at least one contract of similar service with minimum contract value of INR 25 lakh each during the last five years ending FY 2023 with any Govt. of Odisha Organization/PSU. Work order and copy of the agreement to be submitted by the bidder/firm/agency. For ascertaining contract value supporting document must be submitted.
- 3.7 The bidder/firm/agency must have at least 10 years of experience in similar services with any Govt. of Odisha/PSU Organization. The copy of work order and copy of the agreement must be submitted by the bidder/firm/agency.
- 3.8 The bidder/firm/agency must be a registered company/partnership firms/proprietorship firms/Pvt. Ltd in relevant act. The certificate of incorporation/memorandum of association as the case maybe, must be furnished.

4. Terms and condition for applying

- 4.1. This Bid document will be received in sealed cover super scribed "**Tender for selection of Service Provider for Manpower Services of two Drivers, four attendants & five Sanitation Workers** (containing sealed technical bid and financial bid in separate sealed covers).
- 4.2. The agencies must submit their proposal by **Speed Post/ Registered Post/ Courier only** to the address as specified at **Sl. No. 12 of the DATA SHEET** during the office hour only on or before the last date and time for submission of proposal as specified at **Sl. No. 5 of the DATA SHEET**. Submission of proposal through any other mode and late bid will be rejected. HT&H Department will not be responsible for postal delay/ any consequence in receiving of the proposals.
- 4.3. The agency shall deposit earnest money as prescribed in the Tender as a guarantee of good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement by the successful bidder in scheduled time, the same will be forfeited. If the offer of the agency is not accepted, the earnest money will be refunded without any interest.
- 4.4. The above deposit of agency shall remain as security for the due rendering of services. On successful completion of the event, the same will be refunded as per agreement.
- 4.5. Communication by email from the authorized email address of HT&H Department (Email:- hthdepartment@gmail.com) would be treated as full and final communication in all respect.
- 4.6. All the pages of the bid have to be signed & sealed by the bidder/authorized representative. All pages of the bid must have been numbered. Any deviation from the prescribed procedures/ information/ formats/ conditions shall result in outright rejection of the proposal.

5. Application and Bidding Format

The bidder is required to submit one copy of bid for Technical Offer and one copy for Financial Offer, duly sealed in separate envelopes. Failure to do so will render them ineligible.

5.1. Technical Bid

The bidder has to submit the Technical Bid in the prescribed format i.e., covering letter and other information as per the Annexure-V along with following documents fulfilling the eligibility criteria.

- 5.1.1 Demand Draft of Rs.1000/- (Rupees one thousand) only in favor of DDO-cum-Deputy Secretary to Government, HT&H Department drawn in any scheduled commercial bank payable at Bhubaneswar towards bid document cost which is non-refundable in nature.
- 5.1.2 Earnest Money in form of a demand draft of Rs.37,000/- (Rupees Thirty Seven Thousand) only in favor of DDO-cum-Deputy Secretary, drawn in any scheduled commercial banks payable at Bhubaneswar.
- 5.1.3 The Bid Processing fee and EMD shall be issued by the bidder and not any individual representative of the bidder.
- 5.1.4 The bidder / firm / agency must submit the required valid documents in respect of its eligibility as per clause 5.
- 5.1.5 Copy of documents towards proof of having experience of at least 10 years in providing the services of Driver, Attendant & Sweeper in Government Offices.
- 5.1.6 GST Registration Certificate and up-to-date returns copy of the firms /agency pertaining to the financial year, 2020-21, 2021-22 & 2022-23 and up to date GST e-filing as on January, 2024.
- 5.1.7 CA certified Balance Sheet & Documents to be furnished regarding the turnover in manpower service for the last three financial years (i.e., F.Y. 2020-21, 2021-22 & 2022-23) and annual turnover format (Annexure -VI) jointly signed by Statutory Auditor/ Company CA of the firm (having FRN & membership no.) and Bidder/Authorized Signatory with Stamp.
- 5.1.8 Copy of PAN Card and up to date return copy of Income Tax for the last three financial years (i.e., F.Y. 2020-21, 2021-22 & 2022-23).
- 5.1.9 Detailed profile of the bidder including the list of establishment (administrative) manpower & their qualification. The proof of their engagement (i.e. letter of appointment /salary slip etc.) is to be submitted.
- 5.1.10 Power of Attorney in favor of the person signing the bid on behalf of the bidder.
- 5.1.11 Undertaking in form of affidavit for the followings (Annexure-VII).
 - 5.1.11.1 No criminal case is pending with the police at the time of submission of bid.
 - 5.1.11.2 The bidder /firm / agency must not have been banned/ black-listed/penalized by any Govt. organization / PSUs/ Autonomous Body / any Statutory Bodies at the time of submission of bid.
 - 5.1.11.3 Regarding trueness and correctness of the information submitted by the firm.
 - 5.1.11.4 The bidder /firm / agency must not have been penalized for EPF & ESI by any Govt. organization/ PSUs / Autonomous Body/ any Statutory Bodies at the time of submission of bid.
 - 5.1.11.5 The bidder/ firm/ agency must follow child labour (Prohibition & Regulation) Act, 1986.
- 5.1.12 The bid submission checklist (Annexure-X), indicating correct page no.

6. Financial Bid

The bidder has to submit the Financial Bid in the prescribed format i.e., Covering letter and other information as per the Annexure-VIII & IX.

The **Financial Bid** shall be as per the Govt. of Odisha Finance Department Office Memorandum No. 19595/F, Dated 11.07.2023 (i.e. Rate of Service Charge in Outsourcing of Services).

7. Scrutinization of the Bids:

A committee will open the bids and scrutinize the supporting documents of the bidders. The committee may seek clarifications from bidders with respect to proposals and may visit the bidder's client site for verification of credentials/ claims/ declarations. All responses shall be evaluated as per Eligibility Criteria and other specific conditions specified in this Tender as at Point 3& 5. The bids not complying with any of the documents as at point 3&5 will be out rightly rejected.

8. Technical evaluation:-

Technical Evaluation will be done by a designated committee only for those bidders, who clear the requirement as per the eligibility criteria and documents required at point 3.1. The bidders will be required for a presentation in support of their credentials, the date of which will be communicated to them via-email/telephone. The technical eligibility of the bidders shall be assessed Based on the following criteria & scoring system.

Sl. No.	Specific Requirements	Parameter	Max. Mark
1	No .of Manpower covering under EPF/ ESI w.r.t. point-3.4	Minimum 100 persons :5 marks 101 to 500 persons: 10 marks 501 to 1000 persons: 15 marks Above 1000 persons : 20 marks	20 marks
2	Aggregate Turn Over in manpower service only During last three Financial Year ending 2023.w.r.t point-3.5	1.5 crore to 3 crore : 5 marks 3 crore and above: 10 marks	10 marks
3	Aggregate project value of similar services with GoO organization/ PSU	25 Lakh to 1 Crore : 10 marks 1 Crore to 5 Crore : 15 marks Above 5 Crore :20 marks	20 marks
4	Must have at least 10 years of experience in similar Services w.r.t.point-3.7	10 years-10 marks For each additional complete 5 Years of experience 5 marks	20marks
5	Organization set up w.r.t. point-3.8	Proprietorship/ partnership-5 marks Pvt Ltd-7 marks ISO Certification-10 marks	10 marks
6	Presentation in support of credentials.		20 marks

- i. A bid shall have to meet the Minimum Qualifying Marks of 50 (fifty) marks in Technical Evaluation. Bids not meeting the minimum qualifying marks in "Technical Evaluation" shall be rejected. The Bids meeting the minimum qualifying marks shall be called "Qualified Bids" and shall be eligible for financial evaluation of the bid.
- ii. 'Qualified Bids' (Meeting the minimum Qualifying Marks of in Technical Evaluation and conforming to the technical specifications, terms and conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Evaluation Criteria shall be considered for further evaluation as per the Evaluation Criteria given below;

(a) Price Bids shall be evaluated taking into account the Price quoted for all services including applicable GST (CGST & SGST/ UTGST or IGST).

(b) Quoted price must include all liabilities and taxes including statutory liabilities but excluding GST, which shall be quoted separately in the Price Bid format.

- iii. To ascertain the Inter-se-ranking of the Bids, the Quality & Cost Based Selection (QCBS) methodology as mentioned below shall be adopted.

a) An Evaluated Bid Score (B) will be calculated for each bid which meets the minimum Qualifying Marks of 50 (Fifty) in 'Technical Bid Evaluation using the following formula in order to have a comprehensive assessment of the Bid price and the Quality of each bid;

Where,
$$B = (C_{low}/C) \times 100 \times X + (T/T_{high}) \times 100 \times Y$$

C = Evaluated Bid price of the bidder.

C_{low} = The lowest of the evaluated bid prices among the responsive bids.

T = The total marks obtained by the bidder against "Technical Bid Evaluation"

T_{high} = The highest mark scored against "Technical Bid Evaluation" among all responsive bids.

X = 0.3 (The weightage for "Quoted price" is 30%)

Y = 0.7 (the Weightage for "Technical Bid Evaluation" is 70%)

Note : The evaluated Bid Score (B) shall be considered up to two decimal places.

- b. Contract shall be awarded to the Bidder with the highest Evaluated Bid Score (B).
- c. In the event of two or more bids having with the highest Evaluated Bid Score (B), the Bid scoring the highest marks against 'Quality' criteria will be recommended for award of contract. Even if there is a tie, 'draw of lots' will be resorted to arrive at the recommended bidder.
- d. To ascertain the inter-se-ranking, the comparison of the responsive bids will be made subject to loading for any deviation.