

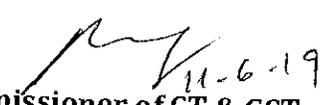
**CT & GST Enforcement Unit, Bargarh**  
**(Under CT & GST Enforcement Range, Sambalpur)**  
**(Finance Department, Government of Odisha)**

**Tender Notice for award of contract for providing of services of House Keeping Personnel for a period of one year w.e.f dt.01.08.2019 to 31.07.2020**

**No- 147 /CT & GST Date:- 12/06/19**

Sealed tenders are invited from reputed Manpower Agencies/Service Providers to provide the services of 1(one) Housekeeping Personnel for a period of one year w.e.f 01.08.2019 to 31.07.2019 on contract basis for day to day works in this office.

The detail information for outsourcing the service of aforesaid posts has been given in the Tender Document which may be obtained from the CT & GST Enforcement Unit office, Bargarh from 12. 07.2019 to 22.07.2019 between 11 a.m to 4 p.m.( on working days only). The tender document ( The Technical Bid & Financial Bid) completed in all respect may be sent by Speed Post/ Registered Post/ in person The last date and time for submission of Tender document is dt.22.07.2019 by 5.00 P.M

  
**Deputy Commissioner of CT & GST,**  
**CT & GST Enforcement Unit, Bargarh**

**CT & GST Enforcement Unit, Bargarh**  
**(Under CT & GST Enforcement Range, Sambalpur)**  
**(Finance Department, Government of Odisha)**

**TENDER DOCUMENT**

**FOR AWARD OF CONTRACT FOR PROVIDING OF SERVICES OF HOUSE KEEPING  
PERSONNEL FOR A PERIOD OF ONE YEAR W.E.F DT.01.08.2019 TO 31.07.2020**

**for award of contract for providing of services of House Keeping Personnel for a  
period of one year w.e.f dt.01.08.2019 to 31.07.2020**

by reputed Manpower Agency/ Service Provider

- |   |                           |
|---|---------------------------|
| (a) Period of issue of Tender Documents :                     | 12.07.2019 to 22.07.2019  |
| (b) Last date and Time for submission of Tender :<br>Document | 22.07.2019 ( By 5.00 P.M) |
| (c) Date and Time for opening of<br>Technical Bids :          | 23.07.2019 at 11.00 A.M   |
| Financial Bids of eligible Bidders :                          | 23.07.2019 at 3.00 PM     |
| (d) likely date for commencement of contract:                 | 01.08.2019                |

## CONTENTS OF TENDER DOCUMENT

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### SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Deputy Commissioner of CT & GST, CT & GST Enforcement Unit, Bargarh requires the services of reputed, well established and financially sound Service Providers to provide Services of 1 (one) house keeping personnel in the CT & GST Enforcement Unit office, Bargarh.
2. The contract for providing the aforesaid Services are likely to come wef. 01.08.2019 and would normally continue till 31.07.2020 on satisfactory performance. However, the service contract can be terminated at any time, with one month notice, owing to unsatisfactory performance by the selected Service Provider or because of change in the official requirements.
3. The aforesaid requirement is tentative which may increase or decrease basing on the official requirement.
4. The estimated cost of the contract is Rs. 70,000/-approximately per annum.
5. Interested Service Providers may submit the Tender document complete in all respects alongwith Earnest Money Deposit (EMD) of Rs.1,000.00 and other requisite documents by 22 07.2019 upto 5.00 PM at the CT & GST Enforcement Unit office, Bargarh.
6. The various crucial dates are given below:-
  - (c) Period of issue of Tender Documents : 12.07.2019 to 22.07.2019
  - (d) Last date and Time for submission of Tender : 22.07.2019 ( By 5.00 P.M)  
Document
  - (e) Date and Time for opening of  
Technical Bids : 23.07.2019 at 11.00 A.M  
Financial Bids of eligible Bidders : 23.07.2019 at 3.00 PM
  - (f) Likely date for commencement of contract: 01.08.2019
7. The tender has been invited under two bid system i.e Technical Bid and Financial Bid. Interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid" & "Financial Bid" for providing services of 1(one) House Keeping personnel to the CT & GST Enforcement Unit office, Bargarh. Both sealed envelopes should be kept in a third sealed envelope super scribing " Tender for providing services of 1(one) House Keeping personnel to the CT & GST Enforcement Unit office, Bargarh .
8. The Earnest Money Deposit(EMD) of Rs.1000/- ( Rupees One Thousand) only should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft/ Pay order drawn in favour of the Deputy Commissioner of CT &

GST,CT & GST Enforcement Unit, Bargarh failing which the tender shall be rejected summarily.

9. The successful bidder will have to deposit a Performance Security Deposit of Rs.10,000/- (Rupees Ten thousand) only in the form of Bank Guarantee from any Nationalized Bank drawn in favour of the Deputy Commissioner of CT & GST,CT & GST Enforcement Unit, Bargarh covering the period of contract. In case, the contract is further extended beyond the contract period, the bank Guarantee will have to be accordingly renewed by the successful bidder. The Performance Security Deposit shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the contract.
10. The bidders are required to enclose Photocopies of the following documents (self attested) along with the technical Bid, without which their bids shall not be considered at all.
  - (a) Registration certificate of the applicant organization.
  - (b) Copy of PAN/ GIR card
  - (c) Copy of the IT return filed for the last three financial years
  - (d) Copies of EPF and ES certificates
  - (e) Copy of the GST Registration Certificate
  - (f) Certified extracts of the Bank Account containing transaction during last three years
  - (g) Certificates/ Testimonials on the satisfactory performance of at least three years to be furnished.
  - (h) Whether the agency has any exemption U/s 16(2) of the EPF Act.
  - (i) Declaration that no criminal cases is pending against the Company/Organization/ Agency at present.
11. Conditional bids shall not be considered at all.
12. 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 signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
13. The technical bids shall be opened time at 11 A.M on dt.23.07.2019 in the office chamber of the Deputy Commissioner of CT & GST,CT & GST Enforcement Unit, Bargarh. The Financial bids of eligible bidders shall be opened at 3.00 P.M on dt. 23.07.2019 in the office chamber of the Deputy Commissioner of CT & GST,CT & GST

Enforcement Unit, Bargarh. Representatives of the eligible bidders should remain present at the time of opening of Financial Bids.

14. The Deputy Commissioner of CT & GST, CT & GST Enforcement Unit, Bargarh reserves the right to annul all bids without assigning any reason,

#### TECHNICAL REQUIRMENT FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The Service Providers (Bidders) must fulfill the following technical specifications:
  - (a) The registered office or one of the branch offices of the manpower service provider must be located at Bargarh/ Sambalpur.
  - (b) They must be registered with the appropriate registration authority
  - (c) They must have at least "two years' experience in providing similar manpower to Government Departments, Public Sector Companies/ Bank etc.
  - (d) They must have their own Bank Account. They must be registered with Income Tax and Service Tax departments
  - (e) They must be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
  - (f) They must have any other regulatory clearance that may be required for providing manpower services.
  - (h) They must have executed similar service i.e " Supplying Manpower Service" at least Rs 2 Lakhs Per annum in 2016-17,2017-18 or 2018-19

#### TECHNICAL REQUIREMENT FOR PERSONNEL'S TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER

1. He/ She should be above 18 years of age and not exceeding 50 years and should be physically fit for the duties.
2. The Minimum Educational Qualification for House Keeping Personnel will be 10<sup>th</sup> standard pass.

APPLICATION- TECHNICAL BID  
FOR PROVIDING OF SERVICES OF HOUSE KEEPING PERSONNEL

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

2.Details of the Earnest Money Deposit: DD 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:- Authorize Officer/  
person to liaise with Field Office(s) \_\_\_\_\_  
\_\_\_\_\_

7. Banker of the Manpower Service Provider:

(Attach certified copy of Statement of A/c  
for the last Three years)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number of Banker

8. (a) PAN/GIR No. - (Attach attested copy)

\_\_\_\_\_  
\_\_\_\_\_

(b). Copy of the IT return filed for the last three financial year:-

\_\_\_\_\_

9. G.S.T. Registration No :- (Attach attested copy)

\_\_\_\_\_

10. E.P.F Registration No. (Attach attested copy)

\_\_\_\_\_

If exempted U/s 16(2) of the EPF Act (Furnish details)

\_\_\_\_\_

11. E.S.I Registration No. (Attach attested copy)

\_\_\_\_\_

12. License issued under contract labour

( Regulation & Abolition) Act (Attach attested copy)

\_\_\_\_\_

13. Financial turnover of the tendering Service Provider for the last 2 Financial Years.

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2017-18		
2018-19		

14. Additional information, if any:

(Attach separate sheet if space provided is insufficient )

\_\_\_\_\_

15. Give details of the major similar contracts handled by the tendering manpower Service provider during the last three years ( 2016-17,2017-18 & 2018-19) in the following format.  
 (if the space provided is insufficient, a separate sheet may be attached,Also attach evidence of providing housekeeping service)

Sl.No.	Name of client, address, telephone & Fax no	Service provider		Amount of contract (Rs.in Lakhs)	Duration of contract		Remarks
		Type of personnel provided	No.		From	To	

16. Additional information, if any : \_\_\_\_\_  
 (Attach separate sheet, if required)

Signature of authorized person  
 Name :

Seal

Date:

Place:

DECLARATION

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 informations /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.

Place:

Date:

Signature of authorized person

Full Name:

Seal:

APPLICATION-FINANCIAL BID

FOR PROVIDING HOUSEKEEPING PERSONNEL IN THE CT & GST ENFORCEMENT UNIT OFFICE, BARGARH

1. Name of tendering Service Provider:

2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes

Sl. No.	Personnel Type	Monthly Remuneration as per State Minimum Wages Act	Monthly Rate per person							Total	Service Charge (to be quote)	Other Statutory Dues, if any	Take Home after ESI/EPF Deduction (3-4-7)	GST (as applicable)
			ESI			EPF		Total	Employer Share					
(1)	(2)	(3)	Employer Share (1.75%) (4)	Employer Share (4.75%) (5)	Total (6.5%) (6)	Employer Share (13.36%) (8)	Employee Share (1.2%) (7)			Total (25.36%) (9)	(10)	(11)	(12)	(13)
1.	House Keeping Personnel(Unskilled)	Rs.5200/- (Rs.200/- pay for 26 days)	Rs.91/-	Rs.247/-	Rs.338/-	Rs.624/-	Rs.695/-	Rs.1319/-	Rs.4485/-					

Note: The bidders are required to quote their service charges only. Bids with Zero or extremely low service charge liable to be rejected.

Date:

Place:

Signature of authorized person

Full Name:

Seal:

## TERMS & CONDITIONS

### GENERAL

1. The Agreement shall commence from dt. 01.08.2019 and shall continue till dt. 31.07.2020 unless it is terminated by the authority with one month notice owing to unsatisfactory performance or change in requirements.
2. The Agreement shall automatically expire on dt. 31.07.2020 unless extended further by the Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions/ deletions/ modifications. for a further specific period by 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 Office at present has tentative requirement of 1 (one) housekeeping personnel on urgent basis. The requirement of the Office may further increase or decrease marginally, during the period of initial contract and the bidder will have to provide additional manpower services, if required, on the same terms and conditions.
6. The Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The person deployed shall be required to report for work at 10.00 A.M to the CT & GST Officer or such other officers as may have been kept in charge of the Office Establishment of the office concerned and would leave at 5.00 P.M and may also be required to work beyond 5.00 P.M occasionally for which he would not be paid any extra remuneration. 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. The House Keeping personnel deployed by the service provider shall not be required to attend the office on any Government holidays and Sundays.
8. The entire financial liability in respect of manpower service deployed in the office concerned shall be that of the Manpower Service Provider and the Office concerned will no way be liable. It shall be mandatory for the service provider to pay monthly remuneration to the persons deployed through their bank accounts by the seventh day of the succeeding month, and produce necessary evidence by 10<sup>th</sup> day of the succeeding month for sanction of monthly payment by this office. The service provider shall ensure that the persons deployed by him arte paid their monthly remuneration on monthly basis , by due date, irrespective of whether he has received payment from this office or not.
9. For all intents and purpose, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of personnel so deployed. There

shall not be any " Employee- Employer" relationship between the persons deployed by the Service Provider and this office.

10. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Office shall, in no way, be responsible for settlement of such issues whatsoever.
11. The office shall 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 payment towards any compensation.
12. The person 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.
13. In case of termination of this 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.
14. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office 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.
15. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost\*.
16. 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/ her own personnel reasons. The payment in respect of the overlapping 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, wherever applicable.
17. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
18. The persons deployed should be polite, cordial and efficient while handling the assigned work and their action should promote good will and enhance the image of the office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the person deployed.

## LEGAL

19. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.

20. The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the office concerned. The Office concerned shall have no liability in this regard.

21. The Service Provider shall also be liable for depositing all taxes, cess etc. on account of service rendered by it to the Office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the office concerned.

22. The Service Provider shall maintain all statutory registers under the law and shall produce the same, on demand, to the authority of the office concerned or any other authority under law.

23. The Tax deduction at source (TDS) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the office concerned.

\*Note:- Registration/ License under the Contract Labour (Regulation and Abolition) Act, 1970 is applicable to manpower Service Provider employing more than 20 workmen.

24. In case, the Service Provider fails to comply with any ability under appropriate law and as a result thereof, the office concerned is put to any loss/ obligation, monetary or otherwise, the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.

25. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Office concerned will have no liability towards non-payment of remuneration to the persons 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 office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

## FINANCIAL

26. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest, Rs 1,000/- in form of Demand Draft/ Pay Order drawn in

favour of Deputy Commissioner of CT & GST, CT & GST Enforcement Unit, Bargarh falling which the tender shall be rejected out rightly.

27. The Earnest Money Deposit in respect of the bidders who do not qualify for Financial Bid (Second competitive stage) shall be returned to them immediately. In case of successful bidder if the agency fails to deploy the required manpower within 30 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.

28. The successful bidder will have to deposit a performance Security deposit of Rs. 10,000/- (Rupees Ten Thousand only.) within 15 days from the date of opening financial bid in the form of Bank Guarantee from any Nationalized bank draw in favour of the Deputy Commissioner of CT & GST, CT & GST Enforcement Unit, Bargarh covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful bidder.

29. In case of breach of any terms and conditions attached to this agreement, the agreement will be annulled.

30. The Service Provider, after making payment of the monthly remuneration to the persons deployed, shall raise the bill in triplicate, along with the attendance sheet duly verified by the Officer concerned and proof of payment of monthly remuneration and submit the same to the prescribed authority by 10<sup>th</sup> day of the succeeding month and the payment to the service provider will be released by this office within 15 days thereafter.

31. Irrespective of the date of submission of the bills by the Service Provider and irrespective of the date of payment made by this office to the service provider, the Service Provider shall pay monthly remuneration to the persons deployed by him positively by 7<sup>th</sup> day of the succeeding month, and also through their bank accounts.

32. The claims in bills regarding Employees State Insurance, Provident Fund, and Goods & Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill 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 Office concerned.

33. In case of any change in Statutory Minimum Wages, Labour Welfare Measures or taxes/cesses during the contract period, made by competent Government authorities, this contract between the services provider and this office shall stand modified accordingly with immediate effect.

34. The authority reserves the right to withdraw or relax any of the terms and conditions mentioned above.

35. All dispute shall be under the jurisdiction of the court at the place where the headquarter of the authority, who has executed the agreement, is located.

36. The successful bidder will enter into an agreement with this office for supply of suitable and qualified manpower as per requirement of this Office on the above terms and conditions.

AGREEMENT

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ between the Deputy Commissioner of CT & GST, CT & GST Enforcement Unit, Bargarh for and on behalf of the Governor of Odisha here-in-after referred to as the " Authority" which expression shall, where the context so requires or admits, also include its successors or assignees of the one part;

And

M/s \_\_\_\_\_ represented by Sri \_\_\_\_\_ here-in---after called the "Manpower Service Provider" which expression shall, where the context so requires or admits, also include its successors or assignees of the other part.

Whereas, the "Authority" desires that the services of " \_\_\_\_\_ " are required in CT & GST Enforcement Unit office;

And whereas the "Manpower Service Provider" has offered its willingness to the same in conformity with the Provisions of the agreement:

And whereas the "Authority" has finalized the rate as per the terms and conditions of the agreement to the "Manpower Service Provider".

Now this agreement witnessed as below:-

1. That the Annexure containing the terms and Conditions shall be deemed to form and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the "Authority" to the "manpower Service Provider", the "Manpower Service Provider" hereby agrees with the "Authority" to provide personnel to be engaged as " \_\_\_\_\_ " in the CT & GST Enforcement Unit office, Bargarh in conformity with the provisions of the Terms and Conditions.
3. That the "Authority" hereby further agrees to pay the "manpower Service Provider" the contract price at the time and in the manner prescribed in the said Terms and Conditions.
4. That in the event of any dispute that may arise shall be settled as per the terms and Conditions of the contract.
4. That this agreement is valid upto \_\_\_\_\_

IN WITNESS WHERE OF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

Signature of the officer  
Authorized to sign on behalf of  
Manpower Service Provider

Signature of the Authority  
An officer acting in the premises  
for and on behalf of the Governor  
of Odisha

In the presence of witness:-

Witness:

1. Name:

Address:

2. Name:

Address:

Witness:

1. Name:

Address:

2. Name:

Address: