TENDER DOCUMENT
FOR
MANPOWER SERVICE PROVIDER

OFFICE OF THE PARADEEP MUNICIPALITY, PARADEEP,
JAGATSINGHPUR, ODISHA-754142
TEL – 06722-222485,
E-MAIL – paradipmunicipality@gmail.com,
Website – paradeepmunicipality.org

Price : Rs. 500.00
(Those who download the tender document from website should enclose a DD for Rs.500.00 towards cost of tender)
OFFICE OF THE PARADEEP MUNICIPALITY

PARADEEP.

No.- 1620  Dt.- 06.04.2021

Quotation Call Notice.

The Executive Officer, Paradeep Municipality on behalf of Municipal Council invites sealed quotation from the authorized Service Providing firms / institutions for supply of man power for providing services of (J.E.,Elect.), J.E.(Civil), Electrician(III), Electrical Helper, Security Guard, Driver, Gardener, Care Taker, Accountant, Guide-Cum-Instructor, Laboratory Technician & Data Entry Operator to the Office of Paradeep Municipality, Paradeep.

Quotation will be received up to 12.00 PM on dt.20.04.2021 in the office of the undersigned. The tender will be opened on dt.20.04.2021 in the office of the undersigned at 2.00 PM in presence of quotationer or their authorized agents. Quotation received after due date and time shall not be entertained and the authority shall not be held responsible for delay or missing of the tender during the postal / Courier transit. The selected quotationer will have to deposit Rs.10,000/- in shape of B.D. / B.C. / Deposit receipt in schedule Bank duly pledged in favour of the Executive Officer, Paradeep Municipality during agreement. Attested copies of up to date PAN, EPF, ESI, Service tax No., GST, Registration Service Certificate should be furnished along with the quotation.

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

The quotationer intending to get any information may contact the undersigned on any working day from dt.08.04.2021 to dt.19.04.2021 during office hours.

The intending quotationer can visit to the official website of Paradeep Municipality www.paradeepmunicipality.org for notice with terms & conditions.

[Signature]
Executive Officer
Paradeep Municipality
Memo No. 1621  Dt. 06.04.2021
Copy to Addl. Dist. Magistrate, Paradeep / Secretary, P.D.A. / Secretary, Paradeep Port Trust for information with a request to display this notice in their notice board for wide circulation.

Executive Officer
Paradeep Municipality

Memo No. 1622  Dt. 06.04.2021
Copy to Notice Board, Paradeep Municipality for wide circulation.

Executive Officer
Paradeep Municipality

Memo No. 1623  Dt. 06.04.2021
Copy submitted to the Director, Municipal Administration & Ex-Officio Addl. Secretary to Govt., H & U.D. Department, Odisha, BBSR for kind information & necessary action.

Executive Officer
Paradeep Municipality

Memo No. 1624  Dt. 06.04.2021
Copy submitted to the Commissioner cum Secretary to government, I & PR Department, Govt. of Odisha for kind request to release the Advertisement.

Executive Officer
Paradeep Municipality
Tender Notice
O/o The Paradeep Municipality, Paradeep H & UD, Government of Odisha

No. 1620 Date. 06.04.2021

Notice inviting Tender For providing services of (J.E.,Elect.), J.E.(Civil), Electrician(ITI), Electrical Helper, Security Guard, Driver, Gardener, Care Taker, Accountant, Guide-Cum-Instructor, Laboratory Technician & Data Entry Operator to the Office of Paradeep Municipality, Paradeep.

Sealed tender is invited from reputed service provider/ Municipal contractor with experience in providing (J.E., Elect.), J.E.(Civil), Electrician(ITI), Electrical Helper, Security Guard, Driver, Gardener, Care Taker, Accountant, Guide-Cum-Instructor, Laboratory Technician & Data Entry Operator for a period of one year w.e.f. the date of effectiveness of the agreement i.e. the date of deployment of the required manpower on contract basis for their engagement in the office of Paradeep Municipality.

The detailed information for outsourcing the service of aforesaid posts has been given in the Tender Document which may be downloaded from the website paradeepmunicipality.org.in. The downloaded tender document should be accompanied with a D.D. for Rs.500.00 along with the tender bid. The EMD of Rs.10000.00 (Rupees Ten Thousand) only should also be paid in shape of Demand Draft in favour of Executive Officer, Paradeep Municipality payable at Paradeep along with the technical bid. The last date, time & place for submission of Tender document is dt. 20.04.2021 by 12.00 pm in the office chamber of the Executive Officer, Paradeep Municipality, Paradeep and will be opened in the on 20.04.2021 at 2.00 PM.

Any corrigendum(s) shall be communicated through Newspaper & website https://paradeepmunicipality.org.
O/o The Paradeep Municipality, Paradeep H & UD, Government of Odisha

TENDER DOCUMENT

For providing services of (J.E., Elect.), J.E.(Civil), Electrician(ITI), Electrical Helper, Security Guard, Driver, Gardener, Care Taker, Accountant, Guide-Cum-Instructor, Laboratory Technician & Data Entry Operator to the Office of Paradeep Municipality, Paradeep by a private Service Provider.

Tender Schedule:-
(a) Clarification if any: On or before 19.04.2021
(b) Last date and time for submission of Tender Document: 20.04.2021 at 12.00 pm in the Office chamber of the Executive Officer, Paradeep Municipality, Paradeep.
(c) Date and time for opening of
   (i) Technical Bids: 20.04.2021 at 2.00 pm in the office chamber of the Executive Officer, Paradeep Municipality, Paradeep.
   (ii) Financial Bids of eligible Bidders: Will be intimated separately.

Note: Late bid shall be out rightly rejected.

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Paradeep Municipal Council (herein after called "Authority") requires the services of reputed, well established and financially sound Manpower Service Provider having experience in providing (J.E., Elect.), J.E.(Civil), Electrician(ITI), Electrical Helper, Security Guard, Driver, Gardener, Care Taker, Accountant, Guide-Cum-Instructor, Laboratory Technician & Data Entry Operator (herein after called "Service Provider") to provide services of (J.E., Elect.), J.E.(Civil), Electrician(ITI), Electrical Helper, Security Guard, Driver, Gardener, Care Taker, Accountant, Guide-Cum-Instructor, Laboratory Technician & Data Entry Operator on contract basis for their engagement in Office of the Paradeep Municipality.

2. The contract for providing the aforesaid manpower is for a period of one year from the date of effectiveness of the contract i.e. the date of deployment of the required manpower. The period of the contract may be further extended as per the requirement of this office. This office, however, reserves right to terminate this initial contract at any time after giving one weeks notice to the selected Service Provider.

3. This Department has tentative requirement of the manpower as per Annexure-I.

4. The interested "Service Providers/Municipal Contractors" may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand) only and other requisite documents by dt.20.04.2021 Up to 12.00 pm in the office chamber of the Executive Officer, Paradeep Municipality.

5. E-mail / Fax bids will be summarily rejected. Late bid shall be out rightly rejected.

6. The tender has been invited under two bid systems i.e. Technical Bid and Financial Bid for
providing Manpower services to this Office. Both sealed envelopes should be kept in a third sealed envelope super scribing “ Tender for providing Manpower Services to Paradeep Municipality”.  
7. The Earnest Money Deposit (EMD), refundable (without interest), should be in shape of Demand Draft / Pay Order drawn in favour of the Executive Officer, Paradeep Municipality and it should accompany the Technical Bid failing which the tender application shall be rejected summarily.  
8. The successful tenderer will have to deposit a Performance Security Deposit of three month remuneration of their employees including statutory dues in the shape of Bank Guarantee from any Nationalized Bank in favour of the Executive Officer, Paradeep Municipality, Paradeep covering the period of contract within seven days from the date of signing of the agreement. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer.  
9. The tendering Service Providers are required to enclose photo copies of the following documents (duly self attested) long with the Technical Bid, failing which their bids shall be summarily rejected and will not be considered any further:
   (a) Copy of the GST Registration certificate of the Service Provider issued by the competent authority.
   (b) Copy of PAN/ GIR card.
   (c) Copy of the IT returns filed and audit certificates for the last three consecutive financial years duly certified by the Chartered Accountant.
   (d) Copy of the Balance Sheet and P&L Accountant for the last three consecutive years certified by the Chartered Accountant.
   (e) Copies of EPF and ESIC certificates.
   (f) Copy of the Labour License/Registration under the Contract Labour(Regulation & Control) Act.1970.
   (g) Certified extracts of the Bank account containing transactions during last three consecutive years.
   (h) Experience certificate of providing manpower services to Government Department / PSUs etc.
   (i) Copy of the terms and conditions in the tender document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
10. Any conditional bids shall not be considered and will be out rightly rejected in the very first instance.
11. 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. Amounts quoted in figure should be repeated in words shall prevail. 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.
12. The Technical bids would be taken into consideration by a committee. The Technical bids shall be opened on the scheduled date and time in the presence of authorized representatives of the Service Providers, if any, who wish to be present on the spot at that time. Only one person for each bidder shall be allowed to be present at the time of opening of tender.
13. The Financial Bid of only those tenderers will be opened whose Technical bids are found to be in order. The Financial bids shall be opened in the presence of authorized representatives of technically qualified Service Providers, if any, who wish to be present on the spot at that time. The lowest bidder (L1) in the Financial bid would be considered. In case the lowest bidder (L1) is
disqualified after selection for any reason then the second lowest (L2) bidder would be considered by the committee.

14. The competent authority of this Municipal council reserves the right to annul all bids without assigning any reason.

15. The authorized signatory shall submit the letter of authorization.

16. The quoted rates shall not be less than the minimum wage fixed/ notified by the Finance Department, Government of Odisha and shall be liable for all kinds of dues payable in respect of the personnel provided under the contract and the Government shall not be liable for any dues for availing the services of the personnel. The Performance Security deposit and the monthly bills will not be released until the service provider produces proof of up to date payment of EPF & ESI contribution.

17. The registered office or one of the branch offices of the Service Provider should be located within the jurisdiction of the user Department/Office. In case there is no branch office, the successful bidder will have to open branch office within two months of the signing the agreement.

18. All documents submitted shall be consecutively numbered having signature of authorized signatory on each page and total number of pages shall be mentioned on the top sheet duly signed by the authorized signatory, a copy of the power of attorney/ authorization may be enclosed along with the tender.

19. The Executive Officer, Paradeep Municipality reserves the right to call for any document in original including the bank account to verify the veracity of the documents.
TECHNICAL REQUIREMENTS FOR THE TENDERING SERVICE PROVIDER

The tendering Service Provider should fulfill the following technical specifications:

1. The Bidder may be a Proprietary firm/Partnership firm/ Limited Company/Corporate body legally constituted.

2. The Service Provider should have at least three years experience in providing manpower to Government Departments/ Public Sector Companies, etc. The Service Provider should have executed a minimum of three such manpower deployed contracts in Odisha during the preceding three year period.

3. The Service Provider must have a minimum turn-over of Rs.50,000/- per annum for the last three consecutive years as per the audited statement of accounts. The bidder organization should be a profit making one in the preceding two financial years.

4. There should be no case pending with the police against the Proprietor/Firm/ Partner or the Company (Service Provider) and the Service Provider shall not have been blacklisted otherwise to be evidenced by attachment of an affidavit in this regard.

5. The Service Provider should be duly registered with the Service Tax Authorities and having valid labour license under Contract Labour (Regulation & Control) Act, 1970.

6. The Service Provider should be registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.

7. The Service Provider should have its own Bank Account.

8. The registered office or one of the branch offices of the Service Provider should be located within the jurisdiction of the user Department/Office. In case there is no branch office, the successful bidder will have to open branch office within the jurisdiction of the user department/ Office within two months of the signing the agreement.
## TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL SERVICE PROVIDER IN THE OFFICE OF THE PARADEEP MUNICIPALITY

### Annexure-I

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation of the Employee</th>
<th>Required Nos.</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>J.E. (Electrical)</td>
<td>1 No.</td>
<td>Must have passed Diploma in Electrical Engineering with 3 years experience in Govt. organisation</td>
</tr>
<tr>
<td>2</td>
<td>J.E. (Civil)</td>
<td>1 No.</td>
<td>Must have passed Diploma in Civil Engineering with 3 years experience in Govt. organisation</td>
</tr>
<tr>
<td>3</td>
<td>Electrician</td>
<td>2 Nos.</td>
<td>Must have passed ITI in Electrical</td>
</tr>
<tr>
<td>4</td>
<td>Electrical Helper</td>
<td>1 Nos.</td>
<td>Must have passed 8th standard</td>
</tr>
<tr>
<td>5</td>
<td>Security Guard</td>
<td>27 Nos.</td>
<td>Must have passed 8th standard</td>
</tr>
<tr>
<td>6</td>
<td>Guide-Cum-Instructor</td>
<td>1 No.</td>
<td>Must have passed B.Sc with Mathematics Hons.</td>
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<tr>
<td>7</td>
<td>Data Entry Operator</td>
<td>4 No.</td>
<td>Must be a Graduate with typing speed 40 wpm both in English &amp; Odia.</td>
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<tr>
<td>8</td>
<td>Accountant</td>
<td>1 No.</td>
<td>Must be a graduate in Commerce</td>
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<tr>
<td>9</td>
<td>Gardener</td>
<td>5 Nos.</td>
<td>Must have passed 8th standard</td>
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<tr>
<td>10</td>
<td>Driver</td>
<td>5 Nos.</td>
<td>Must have passed 8th standard with valid driving License and age from 20 to 35 years.</td>
</tr>
<tr>
<td>11</td>
<td>Care Taker</td>
<td>1 Nos.</td>
<td>Must have passed 10th standard.</td>
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<tr>
<td>12</td>
<td>Laboratory Technician</td>
<td>1 No.</td>
<td>Must have passed D-Pharma/ B-Pharma</td>
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</table>
# Application – Technical Bid

(For providing Manpower Services to Paradeep Municipality, Paradeep)

<p>| | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>1. Name of Tendering Service Provider</strong></td>
<td>:</td>
<td></td>
</tr>
<tr>
<td><strong>2. Status (Proprietor/Partner/Director)</strong></td>
<td>:</td>
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<tr>
<td><strong>3. Details of Earnest Money Deposit</strong></td>
<td>: DD No. _______ Date _______</td>
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<td></td>
<td>Of Rs. _______ Bank _______</td>
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<td><strong>4. Full Address of Registered Office</strong></td>
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<tr>
<td></td>
<td>Telephone No.</td>
<td></td>
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<tr>
<td></td>
<td>Fax No.</td>
<td></td>
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<tr>
<td></td>
<td>E-Mail Id</td>
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<tr>
<td><strong>5. Full Address of Operating/Branch office</strong></td>
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<td>Telephone No.</td>
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<td>E-Mail Id</td>
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<td><strong>6. Name &amp; telephone no. of Authorized to liaise with Field office(s) officer/person</strong></td>
<td>:</td>
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<td><strong>7. Banker of the Service Provider</strong></td>
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<td>(Attach certified copy of statement of A/C for the last 3 consecutive years)</td>
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<td><strong>8. PAN / GIR No.</strong></td>
<td>:</td>
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<td>(Attach attested copy)</td>
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<td><strong>9. Service Tax Registration No.</strong></td>
<td>:</td>
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<td>(Attach attested copy)</td>
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<tr>
<td><strong>10. E.P.F. Registration No.</strong></td>
<td>:</td>
<td></td>
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<td>(Attach attested copy)</td>
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<tr>
<td><strong>11. E.S.I. Registration No.</strong></td>
<td>:</td>
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<td>(Attach attested copy)</td>
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</table>

13. Financial turnover of the tendering Service Provider for the last 3 consecutive financial years.

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Amount (Rs. In lakhs)</th>
<th>Remarks, if any</th>
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14. Additional information, if any (Attach separate sheet if space provided is insufficient)

15. Give details of minimum 3 such contracts handled by the tendering Service Provider during the last three consecutive years in the following format. (Attach separate sheet if space provided is insufficient)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of client, address, telephone &amp; Fax no.</th>
<th>Manpower Services provided</th>
<th>Amount of contract (Rs. Lakhs)</th>
<th>Duration of contract</th>
<th>Remarks</th>
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16. Additional information, if any (attach separate sheet, if required)

Date: 
Place: 
Signature of the authorized person: 
Name:
Seal:
DECLARATION

1. I ________________________ Son/Daughter/Wife of Shri………………………… Proprietor/Director/Authorized Signatory of the Service Provider, mentioned above, I 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 the authorized person 
Name: 
Seal: 
APPLICATION – FINANCIAL BID
(For providing Manpower services to Paradeep Municipality, Paradeep)

1. Name of tendering Service Provider:

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

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Manpower type</th>
<th>Monthly Rate per person</th>
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<tbody>
<tr>
<td></td>
<td>Take home remuneration</td>
<td>EPF</td>
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</table>

Date: Signature of the authorized person
Place: Name:
Seal:

Notes:
1. The total rates quoted by the tendering Service Provider should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract. The Authority will have no liability in relation to any statutory or other dues.

2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower as certified by the Authority.

Executive Officer
Paradeep Municipality