

TENDER DOCUMENT FOR SELECTION OF HR SERVICE PROVIDER FOR HIRING OF HUMAN RESOURCES UNDER SCHOLARSHIP MANAGEMENT UNIT UNDER DISTRICT WELFARE OFFICER, JAJPUR

Tender Call Notice No. 1186 /Date 27/6/19

Office of the District Welfare Officer, Jajpur

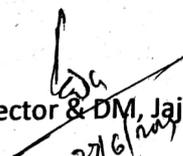
Tender for Selection of HR Service Provider

Tenders are hereby invited from reputed Recruitment Agencies for selection of HR Service Providers for hiring human resources by the District Welfare Officer, Jajpur under Scholarship Management Unit.

The Tender document can be downloaded from the District Website Jajpur i.e www.jajpur.nic.in.

Commencing from 01.07.2019, 10AM IST & the last date/time for submission of Bid- documents is 15.07.2019, 05.30PM IST. Bids documents are to be submitted at District Welfare Officer, Jajpur during the office hour. The Bid documents received beyond the stipulated date & time will summarily be rejected.

For eligibility criteria, scope of work, deliverable and other relevant details please refer the Tender Document.


Collector & DM, Jajpur
27/6/19

Important Dates

Sl. No.	Particular	Date
1	Issuance of Tender Document	01.07.2019 to 15.07.2019
2	Last Date and Time for Submission of Bids Bids to be submitted at: District Welfare Office, Jajpur	15.07.2019, 5.30PM
3	Technical Bid Opening	16.07.2019, 11AM
4	Financial Bid Opening	16.07.2019, 2PM

NB:- The tender papers will be opened on 16.07.2019 in the office chamber of Collector & District Magistrate, Jajpur from 11.00AM onwards.

Section 1- INTRODUCTION

Background & Purpose

Scholarship is one of the important scheme of the ST & SC Development (SSD) Department aimed at incentivizing the parents of disadvantaged ST, SC, OBC & Minority communities for continuation of the education of their wards and thereby accelerating the educational attainment among these disadvantaged communities. Being the Nodal Office, District Welfare Office is implementing different Scholarship Schemes for ST, SC, OBC and Minority students. The scale of the Scholarship Programme is considerably high in the district with about 60 thousand students being covered under different Pre & Post-matric scholarship schemes.

The District Level, Scholarship Management Unit will be set up to exclusively support the District Welfare Officer (DWO) to manage all aspects of Scholarship programme.

The DWO, Jajpur intends to engage the HR Service Provider at district level through an open tendering process, which will deploy the qualified and experienced personnel as per the prescribed criteria to this unit. The personnel would be deployed in the District Welfare Office under District Administration.

Section 2- SCOPE OF WORK

The HR Service Provider will be responsible for recruitment, timely placement and management of the deployed human resources as per the criteria/ terms detailed in this document. Details of the number of personnel to be deployed, the desired qualification, experience and remuneration rate for each position is given at Annexure A. The scope of work for HR Service Provider is as follows:

- I. Recruitment & deployment of human resources for various positions under the scheme as detailed in Annexure A.
- II. Payroll Management of Human Resources deployed.
- III. All the statutory compliances like TDS, PF, ESIC, Service Tax etc. shall be done by the successful bidder.

The detailed terms of reference for the HR Service Provider can be broadly categorized into following two part:

Part A- Recruitment & Deployment

- Invite applications for the various positions through advertisement in leading print media & all notice boards of the district level offices.
- Finalize the selection process and short listing criteria in consultation with the Nodal Officer of Office of the District Welfare Officer.

- Screen and shortlist applications and issue of letters for written/practical test/ interview as per the agreed selection process
- Constitute selection committee with representatives from the office of the District Welfare Officer and organize selection process
- Finalize list of candidate with approval of selection committee and issue offer letters to selected candidates. The list of waitlisted candidates shall also be maintained by the HR Service Provider
- Ensure checking of the veracity and authenticity of information furnished by the selected candidates. The HR Service Provider should also ensure that the candidates identified should not have any police record/ criminal record against them.
- Conduct orientation of the candidate in consultation with the Office of the District Welfare Officer and ensure deployment.
- Develop an HR policy for management of the human resources deployed.
- The HR Service Provider shall provide the required quality human resources within 45 days from the date of issue of award letter for placement of personnel.

Part B- Human Resources Management

- Ensure regular payment of monthly remuneration to deployed personnel through NEFT transfer, as per the rates mentioned. Except the statutory deductions like TDS, no other amount shall be deducted from the fixed remuneration.
- Ensure statutory compliance like EPF, Gratuity, TDS deduction etc. as required by the prevailing norms.
- Provide replacement of personnel in case of vacancies arising during the course of the agreement, from the waitlisted candidates.

Other documents:

- The day to day work to the deployed personnel will be assigned by the designated officer of the office of the District Welfare Officer, Jajpur and all the monitoring and reporting aspects of the deployed personnel will be under the control and supervision of the designated officer.
- The Office of the District Welfare Officer, Jajpur shall have the right to verify the actual payment made and may request the HR Service Provider to provide excerpts of the bank statement of the payments made as the proof of payment and if not satisfied shall withhold the payments due to the HR Service Provider in addition to other legal action.

- In case the office of the District Welfare Officer, Jajpur is not satisfied with the performance of the deployed personnel or because of indiscipline, may ask the HR Service Provider in writing, providing the reasons thereof, to withdraw the personnel and provide a replacement.

Section 3- ELIGIBILITY/ QUALIFYING CRITERIA FOR THE HR RECRUITMENT AGENCY

Following are the essential qualifying criteria for the HR Service Provider to technically qualify for the assignment:

1. The bidder should be incorporated or registered as a partnership Firms, Private limited Company, Public Limited company, or Society/ trust since last 5 years. The incorporation/Registration certificate should be furnished as documentary proof.
2. The bidder should have been a HR Service Provider for at least 3 years. A list of clients being served or served in by the bidder must be provided with the Technical Bid in the prescribed format along with documentary proof.
3. The bidder should have valid registration under Service Tax Rules, Income Tax, EPFO, ESI Corporation and under Labour Act. The copies of Service ration Certificate, Permanent Account Number (PAN), Labour Registration Certificate, EPF Registration Certificate and ESI Registration Certificate should be furnished as documentary proof.
4. The average annual turnover of the bidder for the past 3 years should not be less than Rs. 5,00,000/- (Rupees Five lakh) only per annum. A copy of the Audited Balance Sheet must be submitted with the Technical Bid.
5. The HR Service Provider must have filed income tax returns for the financial year 2016-2017, 2017-2018 and 2018-19. Copy of income Tax returns should be furnished as documentary proof.
6. The bidder should have registered in India, with an office in Odisha.
7. The bidder should not have been black listed by any State Government or Central Government. A self declaration to this effect shall be submitted by the bidder in the prescribe format.

Section 4- GENERAL TERMS AND CONDITIONS

4.1 Cost of Tender Document & Earnest Money Deposit

a. **Tender Document Fee-** Tender document can be downloaded from the website (www.jajpur.nic.in). The bidders are required to submit the non-refundable tender documents Fee of Rs.1,000/- in shape of an account payee Demand Draft from any of the nationalized bank in favour of the District Welfare Officer, Jajpur and payable at Jajpur Town along with the Tender Paper. The Proposals received without or with inadequate fees shall be rejected.

b. Earnest Money Deposit – Bidders shall submit, along with their Technical Bids, EMD of RS. 20,000/- only, in the shape of an account payee Demand Draft issued by any nationalized bank in favour of the District Welfare Officer, Jajpur and Payable at Jajpur Town and shall be valid for 90 days from the due date of the tender/ tender paper.

i. EMD of all unsuccessful bidders would be refunded within 180 days of the bidder being notified as being successful bidder would adjust as a part of the Performance Guarantee during the period of the contract.

ii. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

iii. The tender paper submitted without EMD, mentioned above, will be summarily rejected.

iv. The EMD may be forfeited :-

a. If a bidder withdraws its bid during the period of bid validity.

b. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.

c. If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

4.2 Submission of Bids.

Sealed cover containing the Technical and Financial Bid/ Proposal separately with caption “ Selection of HR Service Provider for hiring manpower under Scholarship Management Unit at the District Level” should be addressed to :

The District Welfare Officer, Jajpur

Address: At- Collectorate, Jajpur, P.O/ P.S- Jajpur Town, Dist- Jajpur, PIN- 755001

a. The bids should be submitted to so as to reach latest by 5.30 PM(IST) of 15.07.2019

b. The bidders shall submit their tender paper as per the prescribed format given in this tender paper in the following manner.

- Envelop 1: Original Hard Copy of Technical Proposal with EMD Draft [Form 1 to Form6]

- Envelop2: Original Hard Copy of Financial proposal Bid[Form 7,8, &9]

- c. The technical proposal and Financial Proposal should be covered in separate sealed envelopes super-scribing "Technical Bid" and "Financial Bid" respectively.
- d. Please Note that prices shall not be indicated in the Technical Proposal but shall only be indicated in the Financial Proposal.
- e. The two envelopes containing copies of Technical Proposal and Financial Proposal shall be put in another single sealed envelope clearly marked with caption " Selection of HR Service Providers for hiring manpower under Scholarship Management Unit at the District Level".
- f. The outer envelope shall clearly indicate the name, address, telephone number, E-mail ID and Fax number of the bidder.
- g. All the pages of the Technical Proposal must be sequentially numbered and must contain the list of contents with page numbers.
- h. The proposal shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such correction must be initialed by the person (or persons) who sign(s) the tender paper.
- i. All pages of the proposal shall be initialed and stamped by the person or persons who sign the bid.

4.3 Completeness of the Bid.

- a) Submission of the proposals shall be deemed to have been done after careful study and examination of the tender paper document with full understanding of its implications.

4.4 Late Bid

- a. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall be rejected.
- b. The office of the District Welfare Officer, Jajpur shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on the subject will be entertained.
- c. The office of the District Welfare Officer, Jajpur reserved the right to modify and amend any of the stipulated condition/ criterion.

4.5 Language of the Bid

The proposal should be filled by the Bidder in English Language only.

4.6 Validity period of the Bid

The offer submitted by the Bidders should be valid for minimum period of 180 days from the date of last date of submission of Tender Paper.

4.7 Currency of the Proposal/ Bid Document

The Currency(ies) of the proposal offer and the transaction details provided in the Proposal/ Bid Document should be in Indian Rupees(INR).

4.8 Authentication of the Proposal/ Bid Document.

The Proposal/ Bid Document should be accompanied by a letter of Authorization in the name of the signatory of the proposal/ Bid document who can bind the Firm/ Company.

4.9 Right To Terminate the process.

a. The Office of the District Welfare Officer, Jajpur may terminate the Tender Process at any time and without assigning any reason thereof. The Office of the District Welfare Officer, Jajpur makes no commitments, express or implied, that this process will result in a business transaction with anyone.

b. The submission of tender paper does not constitute an offer by the Office of the District Welfare Officer, Jajpur. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

Section 5- Guidelines for Submission of Technical and Financial Proposal

5.1 Technical Proposal

Bidders are required to submit the Technical Proposal in the prescribed format only. The technical proposal should accordingly include the following.

1. Bid Cover Letter – Technical Bid [Form-1]
2. Bidders profile [Form-2]
3. Document checklist [Form-3]
4. Self- declaration of not being ineligible/ blacklisted [Form4]
5. All Documentary Evidences as required in the tender document (please refer Document checklist [Form-3])

2 Financial Proposal

The Financial Proposal is to be submitted in prescribed formats as provided in form 5 & 6.

- The amount to be charged by the HR Service Provider shall be expressed in lump sum as fees/service charges against each of the position.
- The fees/service charges quoted for each category of position shall be exclusive of the applicable service tax, if any, but shall be inclusive of all other costs.
- No deductions, other than statutory deduction of TDS, shall be made by the HR agency from the remuneration fixed for each of the position.
- In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be adopted.
- Employer's share of EPF/ESI where ever applicable, shall be paid to the HR service Provider as per actual and the costs towards this is not required to be reflected as part of the Financial Proposal.

The Financial Proposal should accordingly include the following.

1. Bid cover Letter- Financial Bid (Form 5)
2. Financial Bid Submission Format (Form6)

Section 6- Evaluation Process

I In the first stage, the technical proposals will be scrutinized as per the Eligibility criteria and completeness of the documents as prescribed in the tender document.

II The Bids qualifying the Eligibility criteria and complete in the respect to the availability of the documents will be considered for Financial Evaluation. The bidder quoting the lowest "Overall Total Service Charges per month" shall be considered for awarded of contract.

III Tender Committee: The District Collector will constitute the tender committee to finalize the tender Paper.

Section 7- Award of Contract

The Office of the District Welfare Officer, Jajpur will award the contract to the successful bidder qualifying in the Technical Bid and thereafter quoting the lowest 'Overall Total Service Charges Per month' in the Financial Proposal.

7.1 Notification of Award

The Office of the District Welfare Officer, Jaipur will notify the successful bidder in writing or by fax or email, that its proposal has been accepted.

7.2 Signing of the Contract

After the Office of the District Welfare Officer, Jaipur notifies the successful bidder that its proposal has been accepted, the office of the District Welfare Officer, Jaipur shall enter into a contract, incorporating all clauses and the proposal of the bidder between the Office of the District Welfare Officer and the successful bidder.

7.3 Performance Guarantee

- a. The successful Bidder shall submit performance Bank Guarantee of Rs 20,000/- in favour of The Office of the District Welfare Officer before execution of the agreement.
- b. The Bank guarantee shall be valid for a period of 24 months from the date of intimation to the selected bidder for execution of the agreement.
- c. Agreement shall be executed on confirmation of the performance Bank Guarantee from the Concerned Bank.
- d. The Performance Guarantee amount is interest free and will be refundable to bidder within six months of the completion of the contract without any accrued interest on it.
- e. The Performance Guarantee amount may be forfeited.
 - I. If a bidder is unable to deliver the outputs specified in the scope of work of the tender documents.
 - II. If found to be indulging in malpractices, poor performance such as having abandoned work, having inordinately delayed completion of outputs etc.

7.4 Failure to Agree with Terms and conditions of The Tender Paper.

Failure of the successful bidder to agree with the Legal Agreement and Term & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event the Office of the District Welfare Officer may award the contract to the next best value bidder or call for new proposal from the interested bidders, In such a case, the Office of the District Welfare Officer shall forfeit the performance Guarantee of the successful bidder.

7.5 Term of the Award

The period of contract shall be for a period of 1 (one) year from the date of execution of agreement. The period may be extended for further periods on mutual agreement by both the parties of similar terms and conditions.

Section 8- Payment Terms & Condition

The Payment to the selected Agency will be made as per following terms:

- The Service Provider will raise the monthly claims/ invoice inclusive of applicable taxes & management cost (Service charges) of Service Provider by 2nd of every succeeding month. The Office of the District Welfare Officer will ensure the reimbursement payment to HR Agency within 15 days of receiving the invoice.
- The Payment shall be made subject to deduction of applicable taxes.

ANNEXURE A- DETAILS OF HR POSITIONS, JOB- DESCRIPTION AND REMUNERATION

HR POSITIONS, MINIMUM QUALIFICATION & EXPERIENCE AND REMUNERATION

Position for Scholarship Management Unit	No of Posts	Minimum Qualification	Experience	Rate of monthly Remuneration (Rs.)
Scholarship Coordinator	1	Master in Social Science/ Social Work/ Mass. Comm./ Humanities.	3-5 yrs	30,000
Date Entry Operator	1	Intermediate with familiarity with MS Office	3-5 yrs	8,880

JOB- DESCRIPTION OF DIFFERENT POSTIONS

Job Description for positions for the scholarship Management Unit

Name of the position : Scholarship Coordinator

Location : District Headquarter

- Prepare district activity plan such as awareness generation on schemes, distribution, collection & verification of application forms, date compilation etc. for ensuring timely disbursement of scholarship.
- Coordinate with DWO and other relevant functionaries for issuance of necessary guidelines, checklist and instructions to block and schools for scholarship related issues.
- Coordinate with block personnel and School staff for ensuring timely data collection for all eligible beneficiaries for payment of scholarship
- Ensure data compilation and timely submission of details to State Office with proper approval of the District Welfare Officer.
- Support design of and effective communications plan to generate public awareness on the stipend programme. Conduct orientation and capacity building session at district & block levels.

• Ensure timely redress of complaints with regard to non- receipt of Scholarship of escalates the complaint to appropriate authority for redressal.

• Any other responsibility as assigned by the Supervisor in line with the deliverables and programme requirement.

Name of the Position : **Date Entry Operator**

Location : **District Headquarter**

- Preparation and regular up-dation of master data-base for schools/ institutions covered under Pre and Post Matric Scholarship Schemes.
- Proper entry of data received from different schools into the computer with respect to eligible beneficiaries, basic details of the beneficiaries and bank details as per the prescribed format and guidelines under different Scholarship Schemes.
- Identify data-gaps in the information provided by the Schools/ institutions and intimate to the District Scholarship Coordinate for necessary correction.
- Developing specific templates for date entry to minimize error and to facilitate easy retrieval of information.
- Scanning, digitization, and preserving various documents related to scholarship as per the guideline.
- Coordinating for proper storage of application forms in consultation with concerned officials.
- Providing customized report to Scholarship Co-ordinator, whenever required, for analysis and decision making.
- Day to day maintenance of computer and other peripherals.
- Any other responsibility as assigned by the supervisor in line with the deliverables and programme requirements.

FORMATS FOR SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSAL

Formats for Technical Proposal

Form 1 : Cover Letter (Technical Bid)

Tender Call Notice No: _____ Date _____

(< Location , Date >

To

The District Welfare Officer, Jajpur

Sub: Submission of the Technical bid for selection of HR Service Provider for hiring manpower under Scholarship Management Unit at District Welfare Officer, Jajpur.

Dear Sir/ Madam,

We, the undersigned, offer to provide our services to the Office of the District Welfare Officer, Jajpur on your Tender Call Notice vide No < insert tender No> dated< Insert date>. We are hereby submitting our proposal, which includes this Technical bid and the Financial Bid sealed in separate envelopes.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of the tender document. We would hold the terms of our bid valid for 180 days as stipulated in the tender paper document.

We understand you are not bound to accept any tender you receive.

Yours Sincerely

Authorized Signature (in full and initials)

Name and Designation of Signatory

Name of Firm:

Address

Location

Date

Form 2: Particulars of the bidder

Tender Call Notice No. _____ Date _____

- 1. Name of the Organization.
- 2. Legal Status of Organization
- 3. Address of Corporate/ National Office
- 4. Address of Office in Odisha
- 5 Telephone No. Fax No.
- 6. Email Address
- 7. Website
- 8. Registration No. of Certificate of Incorporation & Date

9 No of years organization has been in existence (as on 1st April 2019)

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- 10 Service Tax Registration No & Date of Registration
- 11 Permanent Account Number of Income Tax & Date of Regn.
- 12 Registration No. of Labour Regn. Certificate & Date of Regn.
- 13. Registration No. of EPF Regn . Certificate & Date of Regn.
- 14. Registration No. of ESI Regn. Certificate & Date of Regn

- 15 No of years of experience as HR service provider (as on 1st April 2019)
- 16 Date of First assignment as HR service provider (dd/mm/yyyy)
- 17. Date of first assignment as HR service provider for Govt. Dept. (dd/mm/yyyy)

18. Annual Turnover (Rs.) for 3 years as below.

Year	Total Turnover
2016-17	
2017-18	
2018-19	
Average Annual Turnover	

19. Details of experience of carrying out assignment as HR service provider in Govt. Sector / Public Sector Undertaking/ Autonomous Bodies in chronological order since inception.

S.L No	Financial year	Description of Assignment as per work order	Name of issuing Authority	Duration of Assignment			Value of Assignment (Rs.)	Work Order attached (Page No.)
				Start Date	End Date	Total Duration of Assignment in Months		

Note : The information provided in the above table must be supported by relevant work order copy.

Signature of the Tenderer
Date
Place

Company Seal

Form 3 : Document Checklist for Technical Bid

S.L No	Eligibility Compliance Document	Provided	Page No in the Technical Bid
1	Copy of Certificate of Incorporation / Registration / Partnership Deed MOA/ Bye-laws , etc.		
2	Copy of Service Tax Registration Certificate		
3	Copy of Income Tax PAN		
4	Copy of Labour Registration Certificate		
5	Copy of EPF Registration Certificate		
6	Copy of ESI Registration Certificate		
7	Copy of Audited Balance sheet and Profit and Loss Account as proof of Annual Turnover for - the Financial years 2016-17, 2017-18 and 2018-19		
8	Copy of Income Tax Return for the financial year 2016-17, 2017-18 and 2018-19		
9	Copy of Service Tax Return for the financial years 2016-17, 2017-18 and 2018-19		
10	Copy of work orders from the client		
11	Tender Paper Cost (DD No , Amount , Bank: Date :.....)		
12	Earnest Money (DD No..... Amount : Date:)		

Signature of witness

Date

Place

Signature of the Tenderer

Date

Place

Company Seal

Form 4 : Self –Declaration of not being ineligible

On the Letter Head

I, Sri/Smt. _____ aged about _____ years
S/o/D/o/W/o _____ Proprietor/ Partner/ Director of M//s
_____ At- _____ Po- _____
PS _____ District _____ do, hereby solemnly declare as follows.

- 1) That pursuant to the tender call notice no. _____ dt. _____ of the office of the District Welfare Officer, Jajpur for selection of HR Service Providers for hiring manpower under Scholarship Management Unit at the District Level, I/my firm/ company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents. I am to declare that, I/my firm/ company have not been blacklisted by any Central /State Govt. Organization or by any public Sector undertakings of the State/ Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That the facts stated above are true to the best of my knowledge and belief.

Signature of the Tenderer

Date

Place

Company Seal

Form 5: Cover Letter (Financial Bid)

<Location , Date>

To

The District Welfare Officer, Jajpur

Sub: Submission of the Financial Proposal for selection of HR Service Provider for hiring manpower under Scholarship Management Unit at District Welfare Officer, Jajpur.

Dear Sir/ Madam,

We, the undersigned, offer to provide our services for selection of HR Service Providers for hiring manpower under Scholarship Management Unit at your office in accordance with your Tender Document << tender paper No>> dated << Date>> and our BID (Technical and Financial Bid). Our Financial Bid is attached in Form 9.

All the prices mentioned in our Tender are in accordance with the terms as specified in the tender paper documents. We declare that our Bid price is for the entire scope of the work as specified in the appropriate section in the tender paper. All the prices and other terms and conditions of this BID are valid minimum for a period 180 days from the date of opening of the Bid. Subject to further extended period as mutually agreed upon.

We hereby confirm that our prices do not include any taxes and duties.

We understand that the actual payment would be made as per the existing tax rates during the time of payment.

We hereby declare that the information contained in the Tender is true and correct to the best of our knowledge and belief.

Thanking you

Yours sincerely

Authorized Signature

Name and Title of Signatory

Name of the Firm

Address

Form 6: Financial Bid Submission Format

Tender Call Notice No. _____ date _____

Unit Rate/ Value must be quoted below exclusive of any taxes and duties. The Financial Bid will be evaluated as per Total value of the bid exclusive of taxes & duties.

Position	No. of posts	Monthly Remuneration per person	Value of service Charge per position /per month (in INR)	Total Service charges per month for all positions
A	B	C	D	E= (BXD)
Scholarship Coordinators- Scholarship Management Unit	1	30,000		
Data- entry Operators- Scholarship Management Unit	1	8,880		
Overall Total Service Charges per month for all positions				

Overall Total Service Charges per month for all positions in Word:

Signature of witness

Date :

Place:

Signature of the Tenderer

Date:

Place:

Company Seal