

**OFFICE OF THE COLLECTOR-CUM-PRINCIPAL,
CENSUS OFFICER, JAJPUR**

SHORT TENDER CALL NOTICE

No. 832 /Dt 27.02.2020

INVITATION OF PROPOSAL FOR HIRING OF STAFF ON OUTSOURCING BASIS.

Sealed tenders are invited from the reputed manpower agencies / service providers to provide the services of Technical Assistant (TA) and Multi-Tasking Staff (MTS) for the Office of the Collector & District Magistrate-cum-Principal, Census Officer, Jajpur to handle different activities in Census & NPR updation of works under Jajpur district with effect from March-2020, through a suitable out sourcing / placement agency on contract basis for smooth functioning of day to day Census & NPR updation of works in Jajpur district.

The detailed information for outsourcing the service of aforesaid work/ post has been given in the Tender documents separately which may be downloaded from the district website i.e. (www.jajpur.nic.in). The last date and time for submission of tender documents is 06.03.2020 by 1.30 P.M by speed post /registered post or in the Drop Box kept at the Office Chamber of the ADM-cum-District Census Officer, Jajpur at the address mention below.

**The Additional District Magistrate-cum-
District Census Officer, Jajpur.
At/PO-Jajpur, Dist-Jajpur, PIN-755001**

Technical bid of all the participating agencies will be opened on dt.06.03.2020 at 4 PM in the Office Chamber of the Collector-cum-Principal Census Officer, Jajpur. Financial bid of all the eligible bidders shall be opened on the same day.

The undersigned reserves the right to accept or cancel any or all tenders without assigning any reason(s) thereof.


26/02/2020
Collector & District Magistrate-cum-
Principal, Census Officer, Jajpur

Memo No. 833 /dt 27.02.2020

Copy forwarded to the D.I.O. NIC, Jajpur for information. He is requested to web-hoist the tender call notice in the Jajpur district website for wide publication of the general public.


26/02/2020
Collector & District Magistrate-cum-
Principal, Census Officer, Jajpur

Memo No. 834 /dt 27.02.2020

Copy forwarded to all Block Development Officers of Jajpur District / All Tahasildars, Jajpur / All Executive Officers, Jajpur for information. They are requested to display the tender call notice in their office notice board for information of the general public.

Copy to the notice board of the Collectorate, Jajpur & Sub-Collector's Office, Jajpur.


26/02/2020
Collector & District Magistrate-cum-
Principal, Census Officer, Jajpur

TENDER PAPER

FOR

**INVITATION OF PROPOSAL FOR HIRING OF STAFF ON
OUTSOURCING BASIS TO THE OFFICE OF THE COLLECTOR-
CUM-PRINCIPAL, CENSUS OFFICER, JAJPUR .**

Annexure- I

Suggestive Format for Advertisement.

**OFFICE OF THE COLLECTOR-CUM-PRINCIPAL,
CENSUS OFFICER, JAJPUR**

Date . 27.02.2020

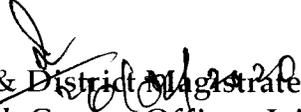
Sealed tenders are invited from the reputed manpower agencies / service providers to provide the services of Technical Assistant (TA) and Multi-Tasking Staff (MTS) for the Office of the Collector & District Magistrate-cum-Principal, Census Officer, Jajpur to handle different activities in Census & NPR updation of works under Jajpur district with effect from March-2020, through a suitable out sourcing / placement agency on contract basis for smooth functioning of day to day Census & NPR updation of works in Jajpur district.

The detailed information for outsourcing the service of aforesaid work/ post has been given in the Tender documents separately which may be downloaded from the district website i.e. (www.jajpur.nic.in) The last date and time for submission of tender documents is 06.03.2020 by 1.30 P.M by speed post /registered post or in the Drop Box kept at the Office Chamber of the ADM-cum-District Census Officer, Jajpur at the address mention below.

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Collector & District Magistrate-cum-
Principal, Census Officer, Jajpur

Annexure - II

Contents of Tender Document.

Sl No.	Description of contents	Page No.
1	2	3
1	Scope of work and general instruction for service bidders	
2	Technical requirements for the tendering manpower service provider	
3	Technical specification for the service provider and the manpower to be deployed in the office of the Collector-cum-Principal Census officer, Jajpur by the service provider	
4	Tender Application - Technical Bid	
5	Tender Application - Financial Bid	
6	Terms and Conditions	
7	List of documents to be provided with technical bid	
8	List of documents to be submitted by the successful agency before deployment of manpower.	
9	Model Agreement	
10	Terms and Conditions of Agreement	



SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS.

1. The Collector-cum-Principal Census Officer, Jajpur, requires the service of reputed, well established and financially sound Manpower Service Providers to provide services of Technical Assistant (TA) and Multi-Tasking Staff(MTS) on contract basis for day to day official work in ten Tahasils, two Municipalities & also in the Office of the Collector-cum-Principal Census Officer, Jajpur.
2. The contract of providing the aforesaid manpower is likely to commence from 16.03.2020 and would continue till 15.09.2021 (18 months). The period of contract may be further extended beyond 15.09.2020 provided the requirement of the Collector-cum-Principal Census Officer, Jajpur for manpower persists at that time or may be curtailed / terminated before 15.09.2021 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Office requirements. The Collector-cum-Principal Census Officer, Jajpur, however, reserves right to terminate this initial contract at any time after giving one weeks' notice to the selected Service Provider.
3. The Collector-cum-Principal Census Officer, Jajpur has tentative requirement for 28 (Twenty eight) numbers of Technical Assistant (TA) and 2 (Two) numbers of Multi-Tasking Staff (MTS). The requirement may increase in any / all the categories.
4. The tentative estimated cost of the contract is Rs.1,05,84,000.00
5. The tender document can be downloaded from the district website i.e. www.jajpur.nic.in .
6. The interested Manpower Service Provider may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.50,000.00 (Rupees Fifty thousand) only and other requisite documents by 06.03.2020 up to 1.30 PM at the Additional District Magistrate-cum-District Census Officer, Jajpur.
7. The various crucial dates relating to "Tender for Providing Manpower Services to the Collector-cum-Principal Census Officer, Jajpur are cited as under.
 - (a) Date and time of receipt of the Tender documents by speed post / registered post / Drop Box kept at the Office Chamber of the ADM-cum-District Census Officer, Jajpur : 06.03.2020 at 1.30 PM.
 - (b) Date and time for opening of
 - (i) Technical Bid : 06.03.2020 at 4.00 PM

- (ii) Financial Bids of eligible Tenders : 06.03.2020 at 5.30 PM
And selection
- (c) Likely date for commencement of : 11.03.2020
Deployment of required manpower

8. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid & Financial Bid "for Providing Manpower Services to the Additional District Magistrate-cum-District Census Officer, Jajpur. Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Providing Manpower Services to Collector-cum-Principal Census Officer, Jajpur.
9. The Earnest Money Deposit (EMD) of Rs.50,000.00 (Rupees Fifty thousand) only, refundable (without interest), 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 Collector, Jajpur failing which the tender shall be rejected summarily.
10. The successful tender will have deposit a performance Security Deposit of Rs.50,000.00 (Rupees Fifty thousand) only in the form of Bank Guarantees from any Nationalize Bank drawn in favour of Collector, Jajpur 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 tenderer.
11. The tender paper can be obtained from the web site i.e. www.jajpur.nic.in from 28.02.2020 to 06.03.2020. The cost of tender paper @Rs.1,000/- (Rupees One thousand) only must be submitted along with the quotation in shape of Banker's Cheque / Bank Draft which is non refundable.
12. The tendering Manpower Service Provider are required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered any further.
- Copy of Registration Certificate of the applicant's organization.
 - Copy of PAN.
 - Copy of the IT return filed for the last three financial years & Audit Report.
 - Copies of EPF and ESI Registration certificate.
 - Copy of the Service Tax / GST Registration Certificate.
 - Certified extracts of the Bank Account containing transactions during last three years.
 - Copy of Labour License / Registration.
 - Balance Sheet for the last three financial year.



- (i) Copy of five years similar Work Experience.
13. The conditional bids shall not be considered and will be outrightly rejected in every first instance.
 14. 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 initiated by the person authorized to sign the tender bids.
 15. The Technical bids shall be opened on the scheduled date and time i.e. at 4.00 PM on 06.03.2020, in the office chamber of the Collector-cum-Principal Census Officer, Jajpur in presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
 16. The Financial Bid of only those tenderers will be opened whose Technical bids are found in order. The Financial bids shall be opened at 5.30 PM on 06.03.2020 in the office chamber of Collector-cum-Principal Census Officer, Jajpur in presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
 17. The Competent Authority of the Office of the Collector-cum-Principal Census Officer, Jajpur reserves the right to cancel all bids without assigning any reason.



TECHNICAL REQUIREMENT FOR THE TENDERING MANPOWER SERVICE PROVIDER.

1. The tendering manpower service provider should fulfill the following technical specifications.
 - (a) The registered office or of the branch offices of the manpower service providers should be located within the jurisdiction of the user Collector-cum-Principal Census Officer, Jajpur / Office. Besides, if the Collector / Controlling Officer are procuring manpower for deployment in their office(s) , the manpower service provider should provide the name, designation and contact number of the person to liaise with the said sections.
 - (b) They should be registered with the appropriate registration authority.
 - (c) They should have at least **five years** experience in providing manpower to Government Departments / Public Sector Companies / Banks, etc.
 - (d) They should have their own Bank Account.
 - (e) They should be registered with Income Tax and Service Tax Department.
 - (f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance etc.
 - (g) They should have any other regulatory clearance (to be specified by the user the Collector-cum-Principal Census Officer, Jajpur) that may be required for providing manpower services.
 - (h) The Minimum annual turn-over of the agency shall be at least 5 times of the present contract value.
 - (i) The agency must have executed contracts of similar type during preceding 3 years of value equal to more than 60% of the estimated cost of the present contract.

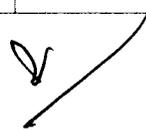


Annexure - V

TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE
SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE OFFICE OF THE
COLLECTOR-CUM-PRINCIPAL CENSUS OFFICER, JAJPUR

1. She / He should be above 18 years of age and not exceeding 40 years for TAs only.
2. The Minimum Educational Qualification for Technical Assistant (TA) will be Graduation in any discipline with Computer Knowledge i.e. (PGDCA, BCA, MCA etc.). Minimum Educational Qualification for Multi-Tasking Staff, will be 10th pass or equivalence. Preference should be given for Multi tasking Staff to the well experienced retired persons like S.O. / SRA etc.
3. For Technical Assistant (TA) & Multi Tasking Staff (MTS), the candidate shall be well conversant in computers and essentially well trained in Computer and internet. He should also be proficient in other standard packages & applications.
4. For Technical Assistant (TA) & Multi Tasking Staff (MTS), the candidate shall have working knowledge of English & Odiya.
5. The detailed monthly remuneration are mentioned below:-

Sl. No.	Name of the Post	Monthly Remuneration	Remarks
1	2	3	4
1	Technical Assistant (TA)	Rs.20,000.00	The remuneration fixed all inclusive.
2	Multi Tasking Staff (MTS)	Rs.14,000.00	-Do-



APPLICATION FOR TECHNICAL BID
For Providing Manpower Services to the Collector-cum-Principal, Census Officer, Jaipur

1. Name of Tendering Manpower Service Provider : _____

 2. Details of Earnest Money Deposit : D.D. No. _____
date _____ in favour of _____ drawn on
Bank _____.
 3. Name of Proprietor / Partner / Director : _____
_____.
 4. Full Address of Registered Office : _____

Telephone No: _____
Email Address _____
 5. Full Address of Operating / Branch Office : _____

Telephone No: _____
Email Address _____
 6. Name & Telephone No. of Authorized Officer / Person to liaise with Office(s)

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



8. PAN No. (Attach attested copy)

9. Service Tax Registration No. (Attach attested copy)

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

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

12. Financial Turnover of the tendering Manpower Service Provider for the last three years.

Financial Year	Amount in lakh	Remarks, if any
2016-17		
2017-18		
2018-19		

13. Additional information, if any (Attach Separate Sheet if space provided is insufficient):

14. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format (if the space provided is insufficient, a Separate Sheet may be attached)

Sl. No.	Name of Client, Address, Telephone & Fax No.	Manpower Services Provided		Amount of Contract	Duration of contract	
		Type of manpower provided	No.		From	To

15. Additional information, if any (Attach Separate Sheet, if required)

Date:
Place

Signature of Authorized Person
Name:
Seal:



Declaration

1. I _____ Son/ Daughter / Wife of Sri _____ Proprietor / Director / Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:
3. The information / document 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 nay false information / fabricated document would lead to rejection of my tender at any state besides liabilities towards prosecution under appropriate law.

Date:
Place

Signature of Authorized Person
Name:
Seal:



APPLICATION FOR FINANCIAL BID

For Providing Manpower Assistance to Collector-cum-Principal, Census Officer, Jaipur

1. Name of the Tendering Manpower Service Provider _____
2. Rate per person per month

Sl No.	Manpower Type	Monthly rate per person						
		Remuneration	EPF	ESI	Other Statutory dues	Service Charges	GST	Total Per Person
1	2	3	4	5	6	7	8	9
1	Technical Assistant (TA)							
2	Multi Tasking Staff (MTS)							

Date:
Place

Signature of Authorized Person
Name:
Seal:

Notes:-

1. The total rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis or No. of working days for which duty has been performed by each manpower.

