

**OFFICE OF THE VYASANAGAR MUNICIPALITY**  
**VYASANAGAR, JAJPUR**

Email:- [vyasanagarmunicipality@gmail.com](mailto:vyasanagarmunicipality@gmail.com)  
Website:- [www.ulbodisha.gov.in](http://www.ulbodisha.gov.in)

No. 3378 //Dated. 18-12-2020

**QUOTATION CALL NOTICE**

1. The Executive Officer Vyasaganar Municipality invites sealed quotations from registered reputed service providers /manpower outsourcing agencies to provide the service different category of man powers to Vyasaganar Municipality for a period of one year w.e.f Dt-**01.01.2021 to dt-31.12.2021** on contract basis for day to day official work.
2. Bid Documents consisting of specification, scope of work and the set of Terms& Conditions of Contract and other necessary documents can be seen in the Office of the Undersign during Office Hour on all working days.
3. The Bid documents can be downloaded from district **website i.e. [www.jajpur.nic.in](http://www.jajpur.nic.in) and this office website [Vyasanagarmunicipality.in](http://Vyasanagarmunicipality.in)** against a non-refundable fee of Rs.2000/-towards cost of Bid documents in shape of DD issued from any Nationalized /scheduled Bank payable at Jajpur Road in favour of the Executive Officer, Vyasaganar Municipality.
4. Bids must accompany with EMD of Rs.30,000/-(Thirty Thousand)in shape of DD from any Nationalized Bank/Scheduled Bank in favour of the Executive Officer, Vyasaganar Municipality and also accompany with Bank Guarantee of Rs.1,50,000/-(One Lakh Fifty Thousand) in favour of Executive Officer, Vyasaganar Municipality.
5. The Shield quotations with required documents shall be reached before the undersigned on or before **29.12.2020 at-5.00P.M.**
6. The Bids will be opened **at 11.00 A.M on dt-30.12.2020** in presence of the Bidders who wish to attend.
7. The undersigned reserves the right to accept /reject any part thereof or all the Bids without assigning any reason thereof.
8. Supply order will be placed as per requirement of different categories of personnel.

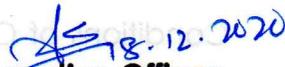
*AS* 18-12-2020  
Executive Officer  
Vyasaganar Municipality

**Memo No.** 3379 // **dated.** 18-12-2020  
Copy to Office Notice Board for wide circulation.

  
**Executive Officer**  
**Vyasanagar Municipality**

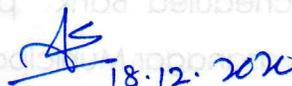
**Memo No.** 3380 // **dated.** 18-12-2020

Copy to the Collector & District Magistrate, Jajpur/Superintendent of Police, Jajpur / ADM, Kalinganagar, Jajpur Road/ SDPO, Korei/CTO, Sale Tax Office, Jajpur Road Executive Engineer, PH Division - II, Jajpur Road/ Tahasildar, Vyasanagar/ District Labour Officer, Jajpur, Jajpur Road, /BEO, Korei/PWD, Panikoili/D.D., Mines, Jajpur Road/Ferchrome, Jajpur Road/OMC, Jajpur Road/Nesco, Dala, Jajpur Road/ Forest Officer, Jajpur Road/ IIC, Model Police Station, Jajpur Road for information with a request to display this notice in their Office Notice Board for wide circulation.

  
**Executive Officer**  
**Vyasanagar Municipality**

**Memo No.** 3381 // **Date.** 18-12-2020

Copy submitted to the Collector, Jajpur/ Sub- Collector, Jajpur/ B.D.O, Korei, Jajpur / B.D. O, Danagadi for favour of kind information. They are requested to display the notice in their Office Notice Board for wide publication.

  
**Executive Officer**  
**Vyasanagar Municipality**

**Memo No.** 3382 // **dated.** 18-12-2020

Copy forwarded to DIO, NIC, Jaipur for information. He is requested to webcast the quotation Call Notice in the district website for wide publication.

  
**Executive Officer**  
**Vyasanagar Municipality.**

**Memo No.** 3383 // **Date.** 18-12-2020

Copy submitted to the Director, I & PR Deptt. Odisha, Bhubaneswar for kind information and requested to publish at least in 02 nos. of daily Odia Newspaper with size (40 sq cm) for one day.

  
**Executive Officer**  
**Vyasanagar Municipality**

**VYASANAGAR MUNICIPAL COUNCIL, JAJPUR ROAD**

**NOTICE NO** 3378 /DT-18-12-2020

**DETAILED QUOTATION CALL NOTICE**

- Name of the work** : Supply of different category of Manpower from Intending firm for deployment in the Office of the Vyasaganar Municipality for the **period 01.01.2021 to 31.12.2021.**
- Last date of receipt of bid documents** : Up to 5.00 P.M of dtd -29.12.2020
- Date of opening of bid documents** : At 11.00A.M of dtd -30.12.2020
- Cost of bid document (Non-Refundable)** : **Rs. 2000.00(Two Thousand)**  
(To be paid in shape of DD in favour of the Executive Officer,  
Vyasaganar Municipality, Jajpur Road to be drawn at Jajpur Road)
- EMD to be deposited** : **Rs.30, 000/- (Thirty Thousand)**  
(To be paid in shape of DD  
in favour of the Executive Officer ,  
Vyasaganar Municipality, Jajpur Road to be drawn at Jajpur Road)
- Bank Guarantee in favour of the Executive Officer,** : **Rs.1, 50,000/- (One Lakh Fifty Thousand )**  
Vyasaganar Municipality

**Signature of the bidder (With Seal)**

**Executive Office**  
**Vyasaganar Municipality**



**DETAILS OF INFORMATION / DOCUMENTS TO BE SUBMITTED**

1.	Name of bidding agency	
2.	Details of cost of bid documents (DD No / Pay order No/ date / amount / drawing Bank etc)	
3.	Details of Earnest Money Deposit (DD No / Pay order No/ date / amount / drawing Bank etc)	
4.	Name of Proprietor /Partner/ Director	
5.	Full Address of Registered Office	
	(i) Telephone No / Mobile No	
	(ii) FAX No	
	(iii) E-Mail Address	
6.	Full address of Operating / Branch Office if any	
	(i) Telephone No / Mobile No	
	(ii) FAX No	
	(iii) E-Mail Address	
7.	Name & telephone Number / Mobile No of Authorized officer / person to liaise with	
8.	Registration No of the agency with name of authority	
9.	PAN No (Attach attested copy)	
10.	GST No. (Attach attested copy)	
11.	Labour License & ESI , EPF (Attach attested copy)	



12.	Give details of the major similar contracts handled by the bidding Agency during the last three years in the following format (Attach attested copies work order/contract agreement etc) (If the space provided is insufficient, a separate sheet may be attached)				
Sl. No	Name of client address, telephone & Fax No etc	Details of the similar contracts	Amount of contract (Rs. Lakhs)	Duration of contract	
				From	To
1					
2					
3					
4					
5					
6					
7					
13.	Additional information, if any (Attach separate sheet if space provided is insufficient)				

Date:  
Place:

Signature of authorized person  
Name:  
Seal:

Signature of the bidder (With Seal)

  
Executive Officer  
Vyasaganar Municipality

## DECLARATION

1. I, \_\_\_\_\_ Son / Daughter / spouse of Shri / Smt \_\_\_\_\_ Proprietor/ Director/ authorized signatory of the Firm/ agency mentioned above, am competent to sign this declaration and execute this bidding document;
2. I/We have examined the work Site and Scope of Work at of the Bidding Documents and do hereby confirm that all the terms and conditions contained in the Bidding Document are acceptable to us.
3. I/We have carefully read and understood all the terms and conditions of the EOI document and undertake to abide by them;
4. I/We am/are technically as well as financially sound enough to deliver the services to Vyasaganar Municipality within the prescribed period.
5. I/We am/are well aware of the financial condition of Vyasaganar Municipality and will have no objection for delay in payment .
6. I/We understand that in case on incomplete services rendered by me / us , extraneous conditions imposed by me / us , non – submission of required documents with bid documents , then my / our offer each liable for rejection .
7. In case of disobedience of instructions of the authorities, violation of any of the condition(s) stipulated in work order/Agreement, then my/our offer/agreement will be rejected/cancelled or rescinded and under such situation action as deemed fit will be taken against me/us with forfeiture of the E.M.D.
8. I/We undertake that I/We shall not claim any escalation of cost on account of increase in cost of labour/ taxes, or on any account in connection with the supply till completion of the Work .
9. I/We undertake that my/our Bid shall be valid for a period of 60 days from the bid due date.
10. I/We undertake that if my/our Bid is accepted, I/we commit to extend my / our services in accordance with the Bidding Documents.
11. I/We understand that the Vyasaganar Municipality is not bound to accept the lowest evaluated bid or any other bid that it may receive.
12. I/We will have no objection in case of curtailment/ enhancement of any or most of the work mentioned in the schedule of works and I/We will not be entitled for any financial compensation for such curtailment. In case, any other events not covered in the schedule , which is/are found essential by the Municipal authorities or as the case may be, then I/We undertake to supply the same at mutually settled rates without any subsidiary claims.
13. 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 offer at any stage besides liabilities towards prosecution under appropriate laws.

Date:

Signature of authorized person

Place:

Full Name:

Seal:

**Signature of the bidder (With Seal)**

  
**Executive Officer**  
**Vyasaganar Municipality**

## GENERAL INSTRUCTIONS FOR BIDDERS

1. The Shield quotations with required documents shall be reached before the undersigned on or before **29.12.2020** at-05.00P.M.
2. Bids shall be opened at **11.00 AM** on dated **30.12.2020** in the office of the Executive Officer, Vyasaganar Municipality, Jajpur Road in presence of the bidders who wish to attend. If the office happens to be closed on the date of opening of bids as specified, the bids will be opened on the next working day at the same time and venue.
3. The Bid documents can be downloaded from district website i.e. [www.jajpur.nic.in](http://www.jajpur.nic.in) against a non-refundable fee of Rs.2000/-towards cost of Bid documents in shape of DD issued from any Nationalized /scheduled Bank payable at Jajpur Road in favour of the Executive Officer, Vyasaganar Municipality.
4. Bids must accompany with EMD of **Rs.30, 000/-** (Thirty Thousand)Only in shape of demand draft from any nationalized bank duly pledged in favor of "**The Executive Officer, Vyasaganar Municipality**". Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be summarily rejected by the Authority and also accompany with Bank Guarantee of **Rs.1, 50000/-** (One Lakh Fifty Thousand) Only in favour of Executive Officer, Vyasaganar Municipality.
5. The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity or is unable to discharge any of his duties assigned for successful completion of the work.
6. The EMD & Security of successful bidder shall be retained the performance of the contract and shall only be discharged after successful completion of work. The EMD of unsuccessful bidders will be returned after completion of bidding process on application.
7. The Bidder should inspect thoroughly the bid document before submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
8. The bidder has to furnish attested true copy of the following documents along with the quotation failing which the quotation will be treated as non-responsive and liable for rejection. The original certificates are to be produced before opening of the quotation before the **Executive Officer, Vyasaganar Municipality, Jajpur Road** for verification otherwise his/her bid shall be declared as non-responsive and thus liable for rejection.
  - **Registration certificate of the Firm from the appropriate authority, if any;**
  - **Labour License , ESI & EPF**
  - **Valid GST Registration Certificate**
  - **Copy of PAN card;**
  - **Certified documents in support of details of the major similar contracts handled by the intending bidder during the last three years ;**
  - **Clearance certificate from any other relevant regulatory body;**
  - **Any other documents considered relevant.**
9. All bid documents in sealed cover super scribed with supply of different category of manpower from out sourcing agency for deployment in the Office of Vyasaganar Municipality shall be put inside the tender box placed in the office of the Vyasaganar Municipality, Jajpur Road within the prescribed time. Any tender given by hand to anybody will not be accepted for opening and shall not be considered.
10. No bidder will be permitted to furnish the quotation in their own manuscript papers. No letter should accompany the quotation.
11. All corrections made by the bidder including overwriting ,additions, alterations, erasures, obliteration and other discrepancies should be properly attested by the authorized signatory.
12. All quotations received will remain valid for a period of **60 days** from the date of issue of work order.
13. Every page of the Detailed Quotation Call Notice with required attachments should be signed by the bidder failing, which the quotation will be rejected.
14. The quotation containing extraneous conditions not covered by the quotation call notice are liable for rejection.
15. Letters found in the tender box raising or lowering the rates or dealing with any point in connection with the quotation will not be considered.
16. The Authority reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received by the Authority, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of the Authority's action.
17. The Authority reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
18. The Municipality also reserves the right to choose the offer of any specific firm even if its rates are higher than the corresponding rates of any other firm.

19. No part of the contract shall be sublet without written permission of the Executive Officer or transfer is made by power of attorney authorizing others to receive payment on the bidders' behalf.
20. The requirement of items shown in the schedule of works are just tentative which may increase or decrease depending on actual requirement. Payment shall be made only on the actual work done by the Agency.
21. The bidder should quote the rates both in figures and in words in the appropriate columns for the work items in the schedule of work appended to this notice. If there is a difference between the rate quoted in figures and in words the rate quoted in words shall be taken as correct.
22. No additional freight or any other charges, etc, would be payable by the Municipality. The package cost shall also include the salvage value if any. No further claim in this regard will be acceptable to Vyasaganar Municipality. Deduction of taxes during payment will be made as per rules.
23. The bidder shall be solely responsible for payment of wages/salaries and allowances to his personnel that might become applicable under the prevailing acts or order of Government.
24. The bidder should not quote the rates of manpower less than the minimum wages as prescribed by the Govt. for each category of Manpower.
25. The bidder required to quote the basic minimum wage per day of each category of Manpower in column -4 which includes basis minimum wage +P.F+ESI and rate of service charges in column -5 of price Bid .The evaluation of the bid shall be done only as per the above rates quoted by the bidder .EPF, ESI and all other mandatory taxes is fixed by the Govt. paid extra by the Municipality on production of documents proof by the bidder.
26. In case of any dispute, the decision of the Municipality is final and binding on the firm.
27. All disputes shall be under the jurisdiction of the court at **Vyasaganar, Jajpur Road**.
28. All documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found during the process or in a later stage, the EMD & Security shall be forfeited besides blacklisting the bidder.
29. This detailed Quotation Call Notice along with the clauses, terms & conditions etc. mentioned herein shall form a part of the contract and agreement.
30. The successful bidder is required to execute an Agreement on a non-judicial stamp paper worth Rs.10.00 to be supplied by him, with the Municipality within 7 days from the date of receipt of the letter of acceptance.
31. The selected agency has to pay the monthly wages of the employees recruited by him in regular basis from his fund.
32. The bidder agency 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 Vyasaganar Municipality( VNM).
33. The bidder will be bound by the details furnished by it to the VNM while submitting the bid 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.
34. The Authority reserves the right to terminate the Agreement at any time without assigning any reason after giving seven days notice to the firm.
35. The VNM shall have the right to add, modify /delete/ any condition to/ from the agreement as and when necessary for smooth management of the work.
36. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

**Signature of the bidder (With Seal)**

  
**Executive Officer**  
**Vyasaganar Municipality**



## DETAILED SCOPE OF WORK AND SELECTION CRITERIA

The Vyasaganar Municipality is going to hire different category of Manpower from reputed outsourcing agency for deployment in the Office of **Vyasaganar Municipality from 01.01.2021 to 31.12.2021** of Vyasaganar Municipality. For selection of such agency, the Executive Officer, Vyasaganar Municipality invites **"Sealed Bids"** from reputed registered agencies having experience, expertise and financial standing, in similar nature of the works. The bidders are required to submit their proposal as per the items spelt out in details in the price bid in **Annexure-1**. Price bids are to be submitted in the format given at **Annexure-I**.

1. The sealed bid in Main Envelope super scribed as **"BID for supply of different category of Manpower from outsourcing agencies for deployment in the Office of Vyasaganar Municipality"** shall contain TWO sealed envelopes – **one super scribed as 'Technical Bid'** containing (i) the Bid Document duly signed by the authorized representative on each page with seal; (ii) brief details of the firm with attested copies of various certificates per sl.No.8 of General instruction to bidders; (iii) the EMD, Bank guarantee and **second envelope super scribed as "PRICE BID"** containing price bid and shall be sent to :-  
**Executive Officer**

**Vyasaganar Municipality**  
**Jajpur Road, Dist. Jajpur, Odisha**

### 2. QUALIFICATION CRITERIA

A Bidder can be an individual entrepreneur/company/ partnership firm/other legal entity incorporated/established as per the applicable laws in India.

The Bidders whose Bids are adjudged responsive in accordance with requirements of this Quotation Shall only be considered for bid evaluation.

The bidder must enclose copies of concerned work order and copies of successful completion certificates of similar services rendered by it.

**Signature of the bidder (With Seal)**

  
**Executive Officer**  
**Vyasaganar Municipality**

# PRICE BID (Annexure-I)

## SCHEDULE OF WORK

NAME OF THE WORK: Supply of different category of Manpower from outsourcing agency for deployment in the Office of Vyasagar Municipality for one Year w.e.f 01.01.2021 to 31.12.2021

SI No	Particulars	Unit	Rate quoted Per Day		Remarks (Col.3xCol.4+Col.5)  The rate should be quoted excluding GST
			Minimum Wage + EPF + ESI )as per latest Govt notification.	Service Charge In figures & in Words (in Rs.)  (Not Less than Rs.7/-)(Rupees Seven)Only	
1	2	3	4	5	6
1.	Unskilled	1			
2	Semi-Skilled	1			
3	Skilled	1			
4	High Skilled	1			

N.B: The P.F and E.S.I is applicable as per Govt. Rule

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Signature of the bidder (With Seal)

Executive Officer  
Vyasagar Municipality

**TERMS & CONDITIONS & DOCUMENTS TO BE SUBMITTED**

1. Photo copy of up to date labour contract license and registration certificate of firm.
2. Photo copy of PAN/ GST/ ITCC.
3. EPF/ ESI Certificate.
4. Rate of each personnel should be quoted per day ( minimum wages not less than the minimum wages of the Government) + service charges ( to be mentioned separately)
5. EPF, ESI & other taxes as applicable as per Govt. rule will be paid extra on production of documentary proof of deposit of the same by the firm against the personnel supplied.
6. EMD deposits of Rs.30,000/- (Thirty Thousand) only in shape of Demand Draft in favour of the Executive Officer, Vyasaganar Municipality, Jajpur Road.
7. Quotation without required documents will be rejected.
8. Only sealed quotations will be received in tender box on scheduled date and time.
9. Rule, Regulation and Act of labour Department, Govt. of Odisha will be binding on the Agency.
10. Supply order will be placed as per requirement of different categories of personnel.
11. The undersigned reserved the right to accept any or reject any or all the quotations without assigning any result thereof.
12. The selected agency shall has to pay monthly wages of the outsourced employees on regular basis including EPF & ESI in case of any delay on production of bill by the agency or delay in payment by Municipality.

  
**Executive Officer**  
**Vyasaganar Municipality**