

COLLECTORATE, JAJPUR

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(ESTABLISHMENT SECTION)

EXPRESSION OF INTEREST FOR SELECTION OF REGISTERED FIRMS/ SERVICE PROVIDER AGENCIES FOR PROVIDING MANPOWER IN COLLECTORATE & IT'S SUB-ORDINATE OFFICES UNDER JAJPUR DISTRICT

ORDER No. 16366/Dated 10.12.2021

Sealed tenders are hereby invited from intending reputed and experienced Manpower Service Providing Agencies to provide services of different categories of manpower in Collectorate & it's Sub-ordinate Offices of Jajpur District for a period from 01.01.2022 to 31.12.2023. The details of the bidding process are as follows:

Sl. No.	Bidding Schedule	Date and Time
1	Date of Issue	10.12.2021
2	Bid Due Date and Time	24.12.2021 3 PM
3	Opening of Technical Bid	24.12.2021 4 PM
4	Opening of Financial Bid	24.12.2021 5 PM

Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing "**Technical Bid**" and sealed Cover-II containing "**Financial Bid**" should be placed in third sealed cover super-scribed "**Bid for Outsourcing of Manpower services for Collectorate & it's Sub-Ordinate Offices under Jajpur District**" must reach the undersigned on or before **24.12.2021 at 3:00 P.M** by **Speed Post/ Regd. Post/ only**.

The bid documents containing eligibility criteria and details terms and conditions of the tender can be downloaded from the website <https://Jajpur.nic.in>.

The sealed tender proposal shall be submitted along with non-refundable application fees of Rs.5,000/- (Rupees Five thousand only) in shape of Bank Draft drawn in favour of the **Collector, Jajpur**.

The last date and time for submission of tender document is **24.12.2021** by 3:00 P.M. The Authority shall not be held responsible for postal delay, if any, in case of non-receipt of the same in time.

Complete address for submission of bid:**The Collector & District Magistrate, Jajpur, At/Po/Dist-Jajpur, Pin-755001**

The Authority reserves every right to reject any or all the **Tenders** without assigning any reason thereof.


COLLECTOR, JAJPUR

INSTRUCTION TO BIDDERS**A. GENERAL INFORMATION**

1. District Office, Jajpur requires services of reputed, well established and financially sound Human Resource Service Providers/ Agencies (HRSPA) to provide services of different categories **manpower** for Collectorate & Sub-ordinate Offices for carrying out day to day activities under jurisdiction of Collectorate, Jajpur. The categories are,
 1. Data Entry Operator
 2. Group-D (Class-IV)/Office Assistant
 3. Other posts as and when required as per Govt. instructions
2. The period of contract for providing the aforesaid manpower is likely to commence from the date of agreement and will continue till **31.12.2023**. Collector, Jajpur, however, reserves right to terminate this initial contract at any time after giving **one month's** notice to the selected Service Provider Agency. The period of contract may also be extended by the Collector, Jajpur subject to satisfactory performance of the Human Resources Service Provider Agency (HRSPA).
3. The agency shall be responsible for payment of **fixed** remuneration to the Human Resource every month in time as per Government policy and guidelines/ wages policy as per Finance Department, Odisha Bhubaneswar Letter No. 30722/F Dated 06.11.2021.
4. Collector, Jajpur will release remuneration to agency by 25th of each month and the agency should pay to the Human Resource on the last day of the said month. The agency will deposit the EPF and ESI of Human Resource in time and submit proof of the same along with payment of remuneration to HR to Collector, Jajpur by 10th of each month. In case of any delay, agency will submit reason for it to the satisfaction of Collector, Jajpur.

5. The requisition will be given to the agency by COLLECTORATE, Jajpur as per need/ requirement from time to time during the contract period. COLLECTOR will share the list of employees, who were working under different schemes of Government to the selected agency. Whenever any vacancy will arise due to resignation /termination/death of Human Resources, upon receipt of requisition the agency will give a list of manpower at least 3 times of the requirement. The list should be accompanied with detailed information of manpower within stipulated period specified in the requisition. The suitable manpower will be engaged by COLLECTORATE, Jajpur following due procedure.
6. In case of unsatisfactory performance of any Human Resource, COLLECTORATE, Jajpur will inform the agency to withdraw the person/ persons and replace immediately following the procedure mentioned at point above.
7. The agency will be responsible to conduct a thorough antecedent verification of the manpower to be deployed and submit an undertaking, in writing, regarding the verification done. No person with criminal antecedent/ criminal & vigilance cases shall be deployed.
8. The agency shall at all times indemnify and agree and undertake to defend and hold COLLECTORATE, Jajpur, harmless against all liabilities, damages, losses, expenses, claims, suits, proceedings, judgements, settlements, actions, costs of any nature whatsoever, whether directly or indirectly arising out of agreement executed between agency and COLLECTORATE, Jajpur.
9. The interested bidders may visit COLLECTORATE, Jajpur on any working day between 10.00 AM to 5.30 PM (Office Hours) to have thorough knowledge of the work to be performed before preparation and submission of the bid.

MINIMUM ELIGIBILITY CRITERIA

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The Bidder should be registered under appropriate authority (any one), such as <ul style="list-style-type: none"> ▪ Registered under the Companies Act, 2013 ▪ Registered under the Indian Partnership Act, 1932 ▪ Registered under the Indian Trusts Act, 1882 ▪ Registered under the Societies Registration Act, 1860 ▪ Any other category like Proprietor, etc. 	Certificate of Incorporation/Registration
2	The bidder must have at least 5 (Five) years of experience in business (upto the last date of submission of bid) for providing similar type of services to Central/ State Government/ Autonomous bodies/ societies/ corporate bodies	Copies of the work order from the previous authorities.
3	The Registered Office/ Branch Office of the Service Provider must be located within the jurisdiction area of Jajpur District.	Valid address proof of the office (copy of the Telephone/Electricity Bill)
4	Must have average annual financial turnover of Rs.50.00 lakh during the last 3 (three) financial years i.e. 2018-19, 2019-20 and 2020-2021.	Copies of audited income/ expenditure Statement and Balance Sheet for the concerned period. (Duly certified by CA)
5	The agency should not have been blacklisted by any Central/ State Government, or any other public sector undertaking or a corporation as on the date of this EOI	An undertaking to this effect to be furnished by the bidder as per the prescribed format (Form-T2)
6	Must not have any pending judicial proceedings for any criminal offence against the proprietor/ Director/ Persons to be deployed by the Service Provider.	An undertaking to this effect to be furnished by the bidder as per the prescribed format. (Form-T3)
8	Must have registered with EPF and ESI under his Establishment.	Latest challan deposit slip
9	Other Statutory Documents	Copies of: <ul style="list-style-type: none"> ▪ PAN & GSTIN ▪ Copies of EPF & ESI Registration Certificate. ▪ IT Return for the last 3 financial year (Duly certified by CA)

Note: The bidders who qualify above mandatory general eligibility criteria shall be taken up for further Technical Evaluation.

Bid Evaluation Methodology:

Evaluation of the Technical and Financial proposals will be based on Quality cum Cost Based Selection mode with weighted average of 70:30 for technical and financial proposals respectively.

Evaluation of Technical Bid:

The technical proposals shall be evaluated in three phases.

In the first phase the Technical Proposals shall be evaluated on the basis of minimum eligibility criteria as mentioned in this RFP.

In the second phase, the firms which qualify the minimum eligibility criteria shall be given marks based on Table: 1 of this RFP. Accordingly, firms will be ranked based on the marks allotted to them.

Table: 1

Sl. No.	Description	Marks	Maximum Marks
1	Manpower on payroll Eligibility		30
	Minimum 50 no. of personnel on payroll	10 Marks	
	Each additional 10 no. of personnel on payroll	2 Marks	
2	Turnover		25
	Minimum Turnover of Rs. 50 lakh	5 marks	
	Each additional turnover of Rs. 10 lakh	1 mark	
3	Years of Experience		25
	At least 5 years of experience	5 marks	
	Each additional 1 year of experience	1 mark	
4	ISO or any other similar certifications	20 marks	20

Total Marks	100
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In the third phase the qualified firms will be invited for opening of financial bid.

Technical Score (Ts): The Technical marks of participants shall be as per the point scoring methodology. COLLECTORATE, Jajpur may include a panel of experts to evaluate the technical presentation.

Opening of Financial Proposal

The financial proposals of the qualified bidders shall be opened.

Financial Score: The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$F_s = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as proposed by the bidder; FM1 = Lowest financial quote)

Combined and Final Evaluation

Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

$$S = T_s \times T_w + F_s \times F_w$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively).

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations and they shall be considered for engagement at the rate agreed by the selected agency in the event of withdrawal, failure of the selected agency or on the event of increase in volume of work, or for any other reason.

10. Statutory Rules, Acts and Regulations:

- I. The HRSPA shall indemnify COLLECTORATE, Jajpur against all claims which may be made under the Minimum Wages Act, Provident Fund Act, ESI Act, Payment of Bonus Act, Industrial Dispute Act, Payment of Wages Act or any Statutory modifications or, any other Acts, Rules and Policies as applicable.
- II. The HRSPA **shall be** responsible for any accidents caused to the workers and damage to the equipment during the period of contract. COLLECTORATE, Jajpur shall no way be responsible for any of the accidents.
- III. For any failure of implementing the statutory rules and regulations by the HRSPA, COLLECTORATE, Jajpur reserves the right to recover the same from the bills and security deposit of HRSPA.
- IV. Any violation of HRSPA towards payment remuneration, EPF/ESI Contributions, as per Act and agreement if, brought to the notice of the authority of COLLECTORATE, Jajpur, it would be referred to Labour Department for taking legal action against the concerned HRSPA and without prejudice to the right of COLLECTORATE, Jajpur to terminate the contract in such cases.

B. Submission of Bid

The proposal complete in all respect as specified must be accompanied with a Non-refundable Demand draft/ Banker's Cheque amounting to Rs.5,000/- (Rupees Five Thousand) only towards Bid Process Fee in favour of Collector & District Magistrate, Jajpur drawn in any nationalised/ private, commercial bank and payable at Jajpur, failing which, the bid will be outrightly rejected. The bid should be sent through Speed Post/ Registered Post/ Courier so as to reach the Authority by 24.12.2021 by 3 P.M.

The authority will not be responsible for any postal delay. *Bidders shall also submit a declaration stating that they shall submit to the Authority an EMD amount equivalent to 3% of the estimated amount if the Authority demands.* Bids without bid processing fee and Bid Security Declaration shall be rejected. Bids submitted after due date will be summarily rejected.

The bid has been invited under two bid systems i.e. Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes superscribing

“Technical Bid” (SELECTION OF REGISTERED FIRMS/ SERVICE PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR COLLECTORATE, JAJPUR & SUBORDINATE OFFICES, JAJPUR)

and

“Financial Bid”(SELECTION OF REGISTERED FIRMS/ SERVICE PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR COLLECTORATE, JAJPUR & SUBORDINATE OFFICES JAJPUR).

Both sealed envelopes must be kept in a third sealed envelope super-scribing

“Bid Document- (SELECTION OF REGISTERED FIRMS/ SERVICE PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR COLLECTORATE, JAJPUR & SUBORDINATE OFFICES, JAJPUR)”.

Selected bidder will have to deposit a Performance Security (3% of the quoted annual contract value) in the form of Bank Guarantee from any nationalised/ private, commercial Bank situated within Odisha in favour of **Collector, Jajpur** for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the

Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

C. List of Documents for submission

Bidders are required to furnish the following documents along with the Technical Bid:

- a. Covering letter along with power of attorney on the bidder's letter head.
- b. Demand Draft in support of Bid Process fee as applicable.
- c. Bid Security Declaration in support of EMD as applicable
- d. Copy of Certificate of Incorporation of the firm agency.
- e. Copy of GSTIN
- f. Copy of PAN
- g. Copies of IT Returns for the last 3 financial years(Duly certified by CA).
- h. Copies of EPF & ESI Registration Number.
- i. Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 financial years (Duly certified by CA).
- j. Copies of work orders from the previous organisations for providing services during last Five years.
- k. Undertaking regarding non-blacklisting (On stamp paper)
- l. Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)

Any deviation from the prescribed procedures /required information/ formats/ conditions shall result in out-right rejection of the bid. Any conditional bid shall be out rightly rejected.

All entries along with the pages in the bid document should be legible, filed-in clearly and signed by the authorised representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorised signatory should be attached.

The technical Bid will be opened on 12.11.2021 at 4:00 P.M.in presence of the bidders or authorised representatives of the bidder who wish to be present on the spot at that time.

The bid shall be valid for a period of 90 days from the date of opening of the bids and no request for any variation in quoted rates and / withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

However, the decision of the authority shall be final during the overall selection process. The quoted rates shall be as per the prescribed remuneration and shall include all statutory obligations.

The service provider shall be liable for all kinds of dues payable in respect of manpower deployed/ provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.

11. Interested Manpower Service Providers may submit tender document complete in all respects along with other requisite documents By 3PM on 24.12.2021 to the Collector, Jajpur, At/Po/Dist-Jajpur, Pin-755001 through Regd. Post/speed post/Courier only. The Authority shall not be held responsible for any postal delay.

12 The Authority reserves the right to reject any or all the tenders/ Bids and approve/ accept any tender/ Bid without assigning any reason thereof.

TECHNICAL REQUIRMENTS FOR
THE TENDERING MANPOWER SERVICE PROVIDER/ AGENCY

Bidders are required to furnish the following documents along with the Technical Bid:

- a) Application Technical-Bid
- b) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of the Jajpur District .
- c) Covering Letter along with power of attorney on the bidder's letter head.
- d) Demand Draft in support of Bid processing fee as applicable.
- e) Bid security declaration in Company letter head in support of EMD as applicable.
- f) Copy of Certificate of Incorporation/Registration of the firm/agency and also office address should be registered under Shop & Commercial Establishment Act.
- g) Copy of GSTIN
- h) Copy of PAN
- i) Copies of IT Returns and turnover of Rs.50.00 lakh of last 3 (three years) (Duly certified by CA).
- j) Copy of EPF Certificate and last deposit challan
- k) Copy of ESI Registration Certificate.
- l) Copies of the financial statements along with Balance sheet for the last 3 (three) i.e. 2018-19, 2019-20 and 2020-21 years. (Duly certified by CA)
- m) Copies of work orders from the previous organisations towards providing services during last 5 (five) years from last date of bid submission due date.
- n) Undertaking regarding non-blacklisting (On stamp paper)
- o) Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)

TECHNICAL BID
COVERING LETTER
(Bidder Letter head)

To

The Collector, Jajpur
At/Po/Dist-Jajpur,
Jajpur, 755001

Sub: Tender for Outsourcing of Manpower for Collectorate & Sub-ordinate
Offices

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for required manpower in accordance with your tender Notice No. _____, Dated _____, We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours faithfully

Authorised Signatory
With date and Seal

Name and Designation: _____

Address of the Bidder: _____

(FORM-T1)

1.	Name of the Bidder	
2.	Details of Bid Processing Fee: (Demand Draft Details)	DD No....., Date....., Amount (Rs.)....., Drawn on Bank.....
3.	Name of The Director	
4.	Full Address of Registered Office	
5.	Name and Telephone number of the authorised person signing the bid	
6.	Bank Name	Account No. Bank and Branch Name: IFSC Code:
7.	PAN No. (Attached self-attested copy)	
8.	GSTIN (Attached self-attested copy)	
9.	E.P.F. Registration No. (Attached self-attested copy)	
10.	E.S.I. Registration No. (Attached self-attested copy)	
11.	Acceptance to all the terms and conditions of the tender (Yes/No)	
12.	Power of Attorney/authorisation letter for signing the of the bid documents	
13.	Undertaking regarding no criminal case is pending with the police at the time of submission of bid	
14.	Total number of pages in the tender document.	

15. Financial Turnover of the bidder for the last 3 financial years. (Duly certified by CA)

Financial Year	Turn Over (in INR)	Average Turnover (in INR)
FY 2018-19		
FY 2019-20		
FY 2020-21		

16. Details of the similar type service provided by the bidder in last 5 years

Sl. No	Name of Authority with complete address & Fax No.	Type of services provided with details of manpower deployed	Contract Amount (in INR)	Duration	
				From	To
1					
2					
3					
4					

17. Declaration

I, Shri Son/Daughter/Wife of Shri _____, Proprietor/ Director/Authorised signatory of _____ (Name of the Service Provider), competent to sign this declaration and execute this tender;

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorised Representative with seal)

Place:

Date:

Enclosures:

1. Bid Processing Fee in the form of Demand Draft in original
2. Bid security declaration
3. Copy of tender document (each page must be signed and sealed)
4. Dully filled Technical Bid and Financial Bid
5. List of Documents as applicable.

UNDERTAKING

(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)

I, hereby undertake that, our organization has not been blacklisted/debarred by any of the Central/ State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely

Authorised Signatory
(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

1

(FORM-T3)

UNDERTAKING

(On the Bidder's Letter Head regarding not have any pending judicial proceeding for any criminal offences)

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely

Authorised Signatory
(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

FINANCIAL BID**COVERING LETTER
(BIDDER LETTER HEAD)**

(Date ___ / ___ / ___)

To

The Collector & District Magistrate, Jajpur
At/Po/Dist-Jajpur,
Jajpur, 755001

Sub: Expression of Interest for selection of Registered Firms/ Service Provider Agencies for providing manpower for DEO under Collectorate, Jajpur & subordinate Offices on outsourcing basis.(Financial proposal)

Sir,

I, the undersigned, offer to provide the services for manpower for Collectorate, Jajpur & subordinate Offices on outsourcing basis in accordance with your Tender No....., Dated..... Our attached financial prices (***insert amount(s) in words and figures***) for the proposed service as enclosed in Form- F1. This amount is inclusive of all taxes applicable except GST Act. I do hereby undertake that, in the event acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 90 days. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorised Signatory

(In full and initials)

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

(FORM-F1)

APPLICATION- FINANCIAL BID

For providing Manpower Assistance for Collectorate, Jajpur & subordinate Offices

1. Name of tendering Manpower Service Provider :
2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc except GST:
 - i. Service charges -
 - ii. Other Statutory dues -
 - Total -

Signature of authorized person
Name
Seal

Date:
Place:

The total quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract and exclusive of GST. GST as applicable at the time of submission of bill shall be charges by the HRSPA over & above the total amount required for service of manpower. The payment shall be made at end of the each calendar month only on the basis of absentee statement foreach manpower.

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1.	Covering Letter in Bidders Letter Head		
2.	Bid Processing Fee		
3.	Bid Security Declaration		
4.	Copy of Incorporation/ Registration Certificate of the Bidder		
5.	Copy of PAN		
6.	Copy of GSTIN		
7.	Copies of Income Tax Certificate for the last 3 (three) Financial years (2018-19, 2019-20 & 2020-21) certified by CA		
8.	Copy of Valid EPF & ESI Certificate		
9.	Technical Bid duly filled in (Covering Letter, FORM-T1, T2 and T3)		
10.	Financial details of the bidder along with all the supportive documents such as copies of income/ Expenditure statement and Balance Sheet for the last 3 years certified by CA		
11.	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
12.	List of completed/ on-going assignments of similar nature (past experience details) along with the copies of work orders for the respective assignments from the authorities		
13.	Undertaking for not have been black-listed by any Central/ State Govt./ any Autonomous bodies during the recent past (FORM-T2)		
10.	Undertaking for not having any police case pending against the bidder (FORM-T3)		
FINANCIAL BID (ORIGINAL)			
1.	Covering Letter in Bidders Letter Head		
2.	Duly filled in Financial Bid (FORM-F1)		

It is to be ensured that:

- All information has been submitted as per the prescribed format only.
- Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.
- All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory (In full and initials): _____

Name and Designations with Date and Seal: _____