



DISTRICT TREASURY, JAJPUR

AT/PO/PS/DIST-JAJPUR, PIN-755001, PHONE NO.- 06728 222064

Email ID- jajpurdt@orissatresury.gov.in

No. 769

Date: 08/08/2022

TENDER CALL NOTICE

Sealed Tenders are invited by Speed post / Registered post only from intending agencies/firms on the Terms and conditions spell out in the Terms of Reference of the Tender Paper for providing following man power-

1. 01 Office attendant at District Treasury, Jajpur,
2. 01 Office attendant at Spl. Treasury, Jajpur Road
3. 01 WCS at Sub-Treasury Binjharpur.

The Tender Call Notice along with Tender Paper is available at web site www.jajpur.nic.in and from the DTO, Jajpur.

The Tender Committee reserves the right to accept or reject any or all the Tenders without assigning any reason thereof.

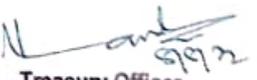
The last date of submission of Tender Paper is Dt.25.08.2022 by 01.30 PM and shall be opened at 04.00 PM on same day in the Office Chamber of Treasury Officer, District Treasury, Jajpur in the presence of Tender Committee and Tenders or their Authorized representatives.


Treasury Officer
District Treasury, Jajpur
8-8-22

Memo No. 770

Date 08/08/2022

Copy to Office Notice Board / Establishment Officer, Collectorate, Jajpur for publication on all Notice Boards of Collectorate, Jajpur / DIPRO, Jajpur for wide Publicity.


Treasury Officer
District Treasury, Jajpur
8-8-22

Memo No. 771

Date 08/08/2022

Copy submitted to the Director of Treasuries and Inspection, Odisha, Bhubaneswar for kind information and necessary action.


Treasury Officer
District Treasury, Jajpur
8-8-22

Memo No. 772

Date 08/08/2022

Copy along with Tender Papers are forwarded to the DIO, NIC, Jajpur with a request to upload the Tender Documents in the Jajpur District Website for wide publicity.


Treasury Officer
District Treasury, Jajpur
8-8-22



TENDER FOR ENGAGEMENT OF NON-CONSULTANCY
SERVICES THROUGH OUT SOURCING UNDER DISTRICT
TREASURY, JAJPUR

CLOSING DATE - DT.25.08.2022 AT 1.30 PM

DATE OF OPENING - DT. 25.08.2022 AT 4.00PM


Treasurer
District Treasury
DISTRICT TREASURY, JAJPUR

AT/PO/PS/DIST-JAJPUR, PIN-755001, PHONE NO.- 06728 222064

Email ID- jajpurdt@orissatresury.gov.in



COVER LETTER

To

Date-----

The Treasury, Officer
District Treasury, Jajpur

Ref:- TENDER CALL NOTICE NO..... Date.....

Sub:- TENDER for engagement of Non-consultancy Services through outsourcing
under District Treasury, Jajpur

Dear Sir,

I/We(Name of the Tenderer) offer to provide services of unskilled personnel as indicated in the above TOR of Tender Call Notice at the rates quoted hereunder and hereby undertake myself/ourselves to execute the work as per the scope stipulated in the Tender Documents.

I/We have read the conditions of the Tender documents attached hereto and agree to abide by such conditions.

I/We undertake myself /ourselves to furnish the required deposits and execute agreement in the format prescribed by the Treasury Officer, District Treasury, Jajpur, after being successful in the Tender failing which I/We shall have no claim for rescinding of the contract/agreement and to bear all the liabilities thereof for such failure.

List of documents.

1. Technical Bid(Annexure-I) along with self attested copies of
 - a. Certificate of Registration/ Incorporation
 - b. GST Regd. Certificate
 - c. PAN Card
 - d. Labour Regd. Certificate
 - e. EPF Regd. Certificate
 - f. ESI Regd. Certificate
 - g. ITR for 2019-20,2020-21,2021-22

2. Financial Bid(Annexure-II)

SIGNATURE & SEAL OF AGENCY

Address


Treasury Officer
District Treasury
Jajpur



Terms of Reference (TOR)

SCOPE OF WORK:

1. In pursuance of Letter No.TE-II-(CZ)-131/20-14776/DTI, Dt.28.10.2021 of Director of Treasuries and Inspection, Odisha, Bhubaneswar, engagement of Non-consultancy Services through outsourcing shall be made as under -
 - a. 01 Office attendant at District Treasury, Jajpur,
 - b. 01 Office attendant at Spl. Treasury, Jajpur Road
 - c. 01 WCS at Sub-Treasury Binjharpur,

The unskilled personnel will perform the assigned duties to him by the head of the Office concerned. Ordinarily, Office attendants shall attend the office during Office hours regularly on working days and will remain present till closure of office and as and when required by the Treasury Officer. The WCS shall be for watch & Ward with cleaning and sweeping of the Office premises.

The normal works of unskilled personnels shall be synonymous with Peons.

ELIGIBILITY CRITERIA:

1. The agency must have valid EPF code, ESI in its name issued by RPFC, Odisha Circle, Service Tax Registration certificate, GST registration certificate, ESI Registration certificate and Labour license issued by the competent authority.
2. The agency preferably may have provided personnel for similar nature of works at least to 2-3 govt. establishments. Supporting documents must be enclosed to get preference

BID SYSTEM:

The bidding will be on two bid system i.e. TECHNICAL BID IN PART-I (ANNEXURE- I) and FINANCIAL BID IN PART-II (ANNEXURE-II)

RIGHT TO REJECTION:

- a) The agency is expected to quote competitive rate for deployment of personnel after careful analysis and the rate of service charges, In case it is noticed that the rates quoted by the agency for any category is unusually high / not reckonable with INR, it will be a sufficient cause for rejection of the Offer.
- b) The Authorities reserves the right to reject any or all the Offers received without assigning any reason thereof and the agency shall not be entitled to any cost, charges or expenses incidental to or connected with preparation and submission of his Tender documents.
- c) Canvassing in connection with Tender/documents contacting uncalled for remarks are liable to be rejected.
- d) An offer with any modification(s) and /or special condition(s) of the agencies or with any rider is liable to rejection.


Treasury Officer
District Treasury
Jajpur



WITHDRAWAL OR MODIFICATION OF OFFER:

No request for withdrawal or modification shall be entertained after the last date of submission of the Offer.

Late Bids:

Bids received after the specified date and time of receipt will not be considered.

EMD:

- a) The technical bid must be accompanied with a "BID SECURITY DECLARATION" in lieu of EMD/Bid security with a stipulation that if the bidder withdraw or modify the bid during the period of Validity etc., the bidder will be suspended for a period of 02 Years from the day of such act in taking part in any Tender.
- b) Quotation without Bid Security Declaration shall be rejected.

AGREEMENT:

It shall be the responsibility of the successful Agency to Execute an Agreement of Contract with the Treasury Officer, District Treasury, Jaipur within 7 (seven) days from the issue of Letter of intent/work order.

SUB-LETTING OF WORK IN WHOLE OR PART

The agency shall not assign the job or any part thereof, any share of interest therein, or money due thereunder, or sub-let the work/job or a portion thereof, if any manner whatsoever. The contract is liable to be rejected at the option of Treasury Officer, District Treasury Jaipur in such acase.

SUPERVISION OF WORK BY AGENCY

The agency shall have the sole and exclusive responsibility for supervision of the work of the unskilled personnel. It shall also be obligatory on the part of the agency to deploy personnel befitting for the job.

INSPECTION OF WORKS:

The proprietor/representative of the agency / firm will meet the Treasury Officer, District Treasury, Jaipur once in a month i.e. 1st Monday-11.30 hrs. for review of performance and briefing.

INSTRUCTION FOR SUBMISSION OF OFFER WITH REQUIRED DOCUMENTS:

- (a) The Tender shall be submitted with Bid-Declaration & Technical bid (ANNEXURE-I) and Financial Bid(Annexure-II) in two separate sealed envelopes subscribed with technical and financial bid as the case may be and name and address of the Tenderer.


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Treasury Officer
District Treasury
Jaipur



Both the envelopes i.e. Annexure-I & Bid-Security and Annexure-II envelopes shall be put in another envelope with superscription of "Tender for deployment of unskilled personnel" along with name and address of the submitting agency and shall be addressed to "The Treasury Officer, District Treasury, Jaipur". The agency should mention his /her complete postal address and telephone number, fax number, e-mail address etc. on the bottom left hand side of the envelope. The agency may submit any other details that he may like to furnish. The Tender shall be received by Speed Post / Registered Post only.

- (b) Tenders received after the due date and time shall be rejected.
- (c) Both the bids complete in all respects (Technical & Financial) should reach the undersigned on or before 25.08.2022 at 1.30 PM . The technical bid and financial bids shall be opened by the Tender committee in the presence of the agency/ their authorized representatives in the Office Chamber of Treasury Officer, District Treasury, Jaipur on 25.08.2022 at 4 PM. The financial bids of the agencies shall be opened of those firms who shall qualify the technical bids.
- (d) The Agency shall submit along with the Tender document their own valid EPF Code Certificate issued by RPFC, Odisha either in original or true copy, Service Tax Registration Certificate, ESI Registration, GST clearance certificate, Certificate with latest deposit challan copy, Firm Registration Certificate, photocopy of PAN Card along with copies of the acknowledgement of Annual I.T. return of the firm for the last three financial years, Service Tax Registration Certificate & copy of the labour license issued by the competent Authority. The agency should also submit the experience certificate if any.
- (e) An undertaking that the agency will be able to deploy the requisite man power at the allotted location immediately after execution of the contract between the Treasury Officer District Treasury Jaipur and the selected agency.
- (f) The Treasury Officer District Treasury Jaipur shall not be liable for any delay in receipt of the Bid by the agencies and no extension of time to the date of quotation opening shall be given for this reason.
- (g) The Agency failing to submit all the specified documents shall be summarily rejected.
- (h) The agency will submit the copy of last challan in support of deposit of ESI and EPF in favour of deployed personnel's positively along with the monthly bill submitted for payment.

GENERAL CONDITIONS:

- a) No personnel deployed by the Agency shall be paid less than the minimum wages fixed as prescribed by Govt. prevalent at the time of finalization of the bid.
- b) Statutory dues at appropriate rate as per rules etc. shall be paid to each deployed personnel by the Agency through efms.
- c) Incidental Tax as applicable will be recovered at source.
- d) The competent Authority shall make monthly payment to the Agency for the service rendered and the Agency will bear/pay all other benefits/statutory dues etc. subject to


Deputy Officer
District Treasury
Jaipur



- receive of the Bill from the Agency and availability of allotment under the head of A/C.
- e) The Tenderer shall sign each page of the TOR as Part of acceptance while submitting the Offer.
 - f) Tenderer have to enclose a DD amounting Rs. 5000/- (rupees five thousand) only towards Cost of Tender Paper in favour of District Treasury Officer, Jajpur payable at SBI, Jajpur. This cost is non-refundable.
 - g) The Tender Papers can be received from DTO, Jajpur and can be downloaded from www.jajpur.nic.in.
 - h) Authority shall not be responsible for any Postal Delay.
 - i) In case of congruence of Rates, Agency shall be selected by Draw of Lots.

NOTICE AND COMMUNICATION:

The Agency is required to state his/her correct full address in the document. All notices, communications to any agency by the Treasury Officer, District Treasury Jajpur shall be deemed to have been sent or served if delivered or left at or posted to the agency and shall be deemed to have been so performed on the day on which they were so delivered or left. All notice and communications addressed by the Treasury Officer District Treasury Jajpur to the Agency, concerning the work to be executed under the contract shall be in writing.


Signature of Tender Calling authority
District Treasury
Jajpur



TECHNICAL BID(ANNEXURE-I)

1. Name of the Agency:
2. Detail Address with Phone No., FAX No., E-mail ID etc.

i. Registered Office

ii. Branch Office

3. Details of Previous Experience

<u>Sl.NO.</u>	<u>Name of the Organization</u>	<u>Value of Contract Period</u>
i.		
ii.		
iii.		

(Performance Certificate from previous organization in support of similar experience to be enclosed)

4. No. of Personnel on the roll
(Copy of latest deposit attested challan of EPF to be enclosed)
(Copies of income tax return of last three years and attested photo copy of own valid EPF code issued by the RPFC, Govt. of India should be attached).

5. Whether Bid Security Declaration made: Yes/NO
(Enclose the document with due signature)

6. Tender Paper Cost:
(A) Bank Name:
(B) DD no
(C) Date
(D) Amount

7. GSTIN
(Photo copies of Certificate to be enclosed)

8. ESI Registration No.
(Enclose challan copies of latest Deposits)

9. Whether the undertaking to the effect that the Agency shall deploy the requisite man-power at the decided Office within 30 days of issue of LOI is enclosed.: Yes/NO



10. Other documents as at Clause (d) of "Instruction for Submission of Offer with Required Documents" should be furnished.

11. CERTIFICATE TO BE GIVEN BY THE TENDERER

Certified that the above mentioned particulars are correct and true to the best of my/our knowledge. In case any statement made above is found incorrect, my/our Offer may be rejected by the Tender Committee.

My/Our price is based on the basis of our full understanding about the job.

It is to confirm that our offers shall be valid for 90 days from the date of opening of the qualifying bid.

I/we also authorize the Treasury Officer, District Treasury Jaipur, to forfeit my claim in case I/We fail to execute the job for whatever reason after acceptance of the Offer.

SIGNATURE OF THE TENDERER WITH SEAL



(FINANCIAL BID) ANNEXURE- II

1. Name of the Agency/Firm

2. Correspondence Address:

3. Percentage of service charge (To be mentioned in figure and word):

4 PAN No:-

5 Service tax Registration No.:-

6 Details of break-up of monthly remuneration per person per month in INR

Sl. No.	Non-consultancy Service	Remuneration per day	Take home amount PM	EPF @13%	ESI @ 3.25%	Service Charge	GST @18%	Gross
1.	Office Attendant at DTO, Jaipur							
2.	Office Attendant at Spl.TO, Jaipur							
3.	WCS at STO, Binjharpur							

Place:

Date:

Signature of the Tenderer with seal