

**OFFICE OF THE PRINCIPAL, INDUSTRIAL TRAINING INSTITUTE, BHUBANESWAR****Quotation Call Notice No. 2038 /Dated. 14.11.2018**

Sealed Quotations are invited from reputed Manpower Agencies/Service Providers to provide the services of Manpower on outsourcing basis for day to day official work of Principal, ITI, Bhubaneswar having GST Certificate, EPF/ ESI/PAN Card.

The document shall only be downloaded from the official website [www.govtitiibbsr.in](http://www.govtitiibbsr.in) & submitted within the due date.

The last date of receipt of Quotation document is 27.11.2018 up to 5.00 P.M at Principal, ITI, Bhubaneswar, Near Rajbhawan, PO: Nayapalli, District- Khurda by Registered Post/Speed Post only. The Principal shall not be held responsible for any postal delay. No quotation shall be received in person or by hand.

The undersigned reserves the right to accept or reject or cancel any or all bids without assigning any reason thereof.

  
Principal  
14/11/18  
Industrial Training Institute  
Bhubaneswar-12

## **SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS**

1. The Principal, ITI, Bhubaneswar requires the services of reputed, well established and financially sound Manpower Service Providers to provide Manpower services on outsourcing basis for routine work of the office assigned to them.
2. The contract for providing the aforesaid manpower is for one year. The period of the contract may further be extended beyond one year subject to requirement of Principal and satisfactory performance of the agency. The contract may be curtailed/terminated before end of contract period owing to insufficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in Principal requirement.
3. The interested Manpower Service Providers may submit the Quotation document filled in all respect along with Earnest Money Deposit (EMD) of Rs.2,000/- (Rupees two thousand ) only and other requisite documents on or before 27.11.2018 at 5.00 p.m. in the Office of the Principal, ITI, Bhubaneswar, Near Rajbhawan, Unit-8,P.O: Nayapalli, Dist: Khurda, PIN-751012.

**The bidders should download the Quotations from Website [www.govtitiibbsr.in](http://www.govtitiibbsr.in).**

The various dates relating to Quotation for Providing Manpower Services to the Principal, ITI, Bhubaneswar are cited as under.

- (a) Period of downloading of Tender documents: From 17.11.2018 onwards.
- (b) Date for submission of Tender Documents: From 20.11.2018 to 27.11.2018 up to 5.00 P.M ( By Regd. Post/Speed Post only).
- (c) Date and time for opening of :
  - (i) Technical Bids: 28.11.2018 at 11.00 AM.
  - (ii) Financial Bids of eligible Bidders: 28.11.2018 at 2:00 P.M.
4. The tender envelopes should be superscripted "Quotation for providing Manpower Services "and it must be sealed.
5. The Earnest Money, Deposit (EMD) Rs.2000/- ( Rupees two 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 Principal, ITI, Bhubaneswar payable at Bhubaneswar failing which the Quotation shall be rejected.
6. The successful Quotationer will have to deposit a Performance Security of Rs.5,000/- ( Rupees Five Thousand ) only in the form of Bank Guarantee from any Nationalised Bank in favour of the Principal, ITI, Bhubaneswar payable in favour of the Principal, ITI, Bhubaneswar payable at Bhubaneswar covering the period of contract. In case the contract is further extended beyond the initial period, the Bank Guarantee will have to be renewed accordingly by the successful Quotationer.

7. Conditional bids shall not be considered and will be out rightly rejected.
8. All entries in the Quotation form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorised signatory may be attached. No overwriting or cutting is permitted in the financial Bid form. In such cases, the Quotation shall be summarily rejected. However, the cuttings, if any, in the Technical Bid must be initialled person authorised to sign the Quotation.
9. The Technical Bids shall be opened on the scheduled date and time, in the e-library Hall of the Principal, ITI, Bhubaneswar in presence of the authorised representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
10. The Principal, ITI, Bhubaneswar reserves the right to accept/reject or cancel any or all bids without assigning any reason thereof.

**TECHNICAL REQUIREMENTS FOR THE QUOTATIONING MANPOWER SERICE PROVIDER**

1. The Manpower Service Provider should fulfil the following technical specifications.
  - a. The registered office of the Manpower Service Provider should be located within Odisha.
  - b. The Service Provider for Manpower should have experience in providing Manpower Services to (Central/State) Government/PSU Departments. Proof of the successful execution of work from competent authority is to be enclosed.
  - c. The Manpower Service Provider should have own Bank Account.
  - d. The Manpower Service Provider should be registered with GST departments and should have valid GST Registration Number.
  - e. The Manpower Service Provider should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
  - f. The Manpower Service Provider should be registered with Labour Department, i.e. License under Contract Labour (Regulations and Abolition) Act, 1970.
  - g. The Service Provider should be a financially sound party and his annual turnover should not be less than Rs.10,00,000/- (Rupees Ten lakh). Copy of audited financial statement for the financial year 2017-2018 should be attached.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE OFFICE OF PRINCIPAL, ITI, BHUBANESWAR ON OUTSOURCING BASIS.**

1. He should be of above 18 years of age and not exceeding 40 years.
2. The Minimum Educational Qualification for Data Entry Operator will be 10<sup>th</sup> passed.

## TECHNICAL BID

1. Name of Tendering Manpower Service Provider\_\_\_\_\_
2. Details of Earnest Money Deposit: DD  
No.\_\_\_\_\_Date\_\_\_\_\_Rs.\_\_\_\_\_  
Drawn on Bank\_\_\_\_\_.
3. Name of Proprietor/Partner/Director\_\_\_\_\_
4. Address of Registered Office\_\_\_\_\_  
E-mail\_\_\_\_\_Address\_\_\_\_\_Telephone No.\_\_\_\_\_, FAX  
No.\_\_\_\_\_ Mobile No.\_\_\_\_\_
5. Full address of operating/Branch Office:\_\_\_\_\_  
E-mail\_\_\_\_\_Address\_\_\_\_\_Telephone No.\_\_\_\_\_, FAX  
No.\_\_\_\_\_
6. Name & telephone No. Of Authorised Officer/person to liaison with field  
Office(s)\_\_\_\_\_
7. Banker of the manpower Service Provider\_\_\_\_\_
8. Telephone Number of Banker\_\_\_\_\_
9. PAN/GIR No.\_\_\_\_\_
10. GST Registration No;\_\_\_\_\_ (Attached self attested copy)
11. E.P.F. Registration No.\_\_\_\_\_ ( Attached self attested copy)
12. E.S.I., Registration No:\_\_\_\_\_ ( Attached self attested copy)
13. Financial turnover of the tendering Service Provider

Financial Year	Amount ( Rs.Lakh)	Remarks, if any
2015-16		
2016-17		
2017-18		

- (If the space provided is insufficient, a separate sheet may be attached)
14. Additional information, if any

  
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15. Give details of the major similar contract handled by the tendering Manpower Service Provider during the last two years in the following format.

(If the space provided is insufficient a separate sheet may be attached)

Sl. No.	Name of client, address, telephone No.	Type of Manpower Provided	Nos.	Amount of contract Rs. Lakhs	Duration of contract	
					From	To

16. The annual Return/e-return/Challan filed in ESI and EPF for last year up to March, 2017. (attach attested copies).

17. Additional Information if any

(Attach separate sheet, if required) date:

Place:

Signature of Authorised person,  
Full Name  
Seal

### DECLARATION

I \_\_\_\_\_, Son/Daughter/wife of  
Shri \_\_\_\_\_ Proprietor/Director/Authorised  
signatory of the Service Provider, Mentioned above, am competent to sign this declaration  
and exercise this tender document.

1. I have carefully read and understood all the terms and conditions of the Quotation and undertake to abide by them.
2. The information/documents furnished along with the above bid documents are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing any false information /fabricated document should lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.
3. I/We have not been black listed by any (Central/State)Government/PSU.

Date:

Place:

Signature of authorised person,  
Full Name:  
Seal

(Seal & Signature of Bidder)

## FINANCIAL BID

For providing to manpower service provider to Principal, ITI, Bhubaneswar

1. Name of tendering manpower service provider :
2. The bidder shall give the rate per person per month inclusive of all statutory liabilities, taxes, levies, cess, profit, etc.

Sl. No.	Manpower type	Monthly Rate per person						
		Home taking remuneration	Employer EPF share as applicable	Employer ESI share as applicable	Other Statutory dues if any (Rs.)	Service chargees (Rs.)	GST(Rs.)	Total per persons (Rs.)
01	Data Entry Operator							

Minimum take home remuneration of the person should be as per Government norms i.e Minimum Basic Pay only in ORSP 2008 Pre Revised Scale 2017.

Date:

Signature of authorised person

(Full Name)

Seal

Seal & Signature of Bidder

  
 Principal  
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## TERMS AND CONDITIONS

### GENERAL

1. The contract shall likely to commence from the date of placing of order for a period of one year unless it is curtailed or terminated by the authority owing to inefficiency of service, sub-standard quality of manpower deployed, breach of contract etc, or change in requirements.
2. The contract shall automatically expire on completion of one year unless or otherwise extended further on mutual consent of the Service Provider and the Principal, ITI, Bhubaneswar.
3. The contract may be extended on the same terms and conditions or with some additions /deletions/modifications', for a further specific period mutually agreed upon by the Manpower Provider and the Principal, ITI, Bhubaneswar.
4. The Service Provider shall not be allowed to transfer, assign, pledge or sub contract its rights and liabilities under this to any other agency or organisation.
5. The Service Provider will be bound by the details furnished by it to the Principal, ITI, Bhubaneswar while submitting the Quotations or at any 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 contract making it liable for legal action besides termination of the contract.
6. The authority reserves the right to terminate the agreement during initial period also after giving one month notice to the Service Provider.
7. The persons deployed shall be required to report for work at assign time and shall work under the Officer as may have been kept in charge of the office. In case the person deployed comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
8. The service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Principal, ITI, Bhubaneswar so that optimal services of the persons deployed could be availed without any disruption.
9. The entire financial liability in respect of manpower services deployed in Principal, ITI, Bhubaneswar shall be that of the Manpower Provider and the Principal, ITI, Bhubaneswar will in no way be liable. It will be the responsibility of the Service Provider to pay to the person deployed a sum not less than the minimum rate

quoted in the financial bid and show such evidence as may be required by the Principal, ITI, Bhubaneswar.

10. For all intents and purposes, the Service Provider shall be “Employer” within the meaning of different Rules and Acts in respect of manpower so deployed. The person deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Principal, ITI, Bhubaneswar. There shall not be employer-employee relationship between ITI, Bhubaneswar and the persons deployed on outsourcing basis.
11. The Manpower Service Provider shall be solely responsible for the redressal of grievances of resolution of disputes relating to persons deployed. The Principal, ITI, Bhubaneswar shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed persons are not attended to by the Service Provider, the deployed persons can place their grievance before a joint committee consisting of a representative of the Principal, ITI, Bhubaneswar and an Authorised representative of the Service Provider.
12. The Principal, ITI, Bhubaneswar shall not be responsible for any financial loss or any injury/death of any person deployed by the Service Provider in the course of performing the functions/duties or for payment towards any compensation.
13. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the contract or after expiry of the contract.
14. In case of termination of this agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to an shall have no claim for any absorption in regular or in other capacity.
15. The person deployed shall not claim any benefit or compensation or absorption or regularisation or deployment with this office under the provision of Rules and Acts. Undertaking in the form of an affidavit, from the person deployed to this effect shall be required to be submitted by the Service Provider.
16. The Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to hi/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider. The Service Provider shall be responsible for contribution towards provident Fund and Employees State Insurance, wherever



applicable and the proof of such deposit shall be submitted as and when required by the Principal, ITI, Bhubaneswar.

17. The persons deployed by the Service Provider should have good police records and no criminal case should be pending against them.
18. The persons deployed should be polite, cordial and efficient while handing the assigned work and their actions should promote good will and enhance the image of Principal, ITI, Bhubaneswar. The Service Provider shall be responsible for any act of indiscipline by the persons deployed.

## **LEGAL**

19. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take Oath of confidentiality and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
20. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages as payable to different types of workers in respect of the persons deployed by it in Principal, ITI, Bhubaneswar. The Principal, ITI, Bhubaneswar shall have no liability in this regard.
21. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. On account of service rendered by it to Principal, ITI, Bhubaneswar to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox Copies of such documents shall be furnished to the Principal, ITI, Bhubaneswar.
22. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the Principal, ITI, Bhubaneswar or any other authority under law.
23. In case, the Service Provider fails to comply with any liability under appropriate law and as a result thereof, the Principal, ITI, Bhubaneswar is put to any loss/obligation monetary or otherwise Principal, ITI, Bhubaneswar of the outstanding bills or the performance security deposit of the Service Provider, to the extent of the loss obligation in monetary terms.

24. The Agreement is liable to be terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration to employed persons and non-payment of statutory dues. The Principal, ITI, Bhubaneswar will have no liability towards non-payment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss is caused to the Principal, ITI, Bhubaneswar by the person deployed the same shall recovered from the unpaid bills or adjusted from the performance security Deposit.

### **FINANCIAL**

25. The financial bid should be accompanied with an Earnest Money Deposit ( EMD) of refundable without interest of Rs.5000/- ( Rupees Five Thousand) ONLY, IN THE FORM OF Demand Draft/Pay Order drawn in favour of" Principal, ITI, Bhubaneswar" failing which the Quotation shall be rejected out rightly.
26. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second Competitive stage) shall be returned to them without any interest. In case of successful tenderer if the agency fails to deploy the required manpower against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further Notice.
27. The successful tenderer will have to deposit a Performance Security Deposit of Rs.5,000 ( Rupees Five Thousand) only in the form of Bank Guarantee from any Nationalised Bank in favour of the "Principal, ITI, Bhubaneswar" 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 bidder.
28. In case of breach of any terms and conditions attached to this agreement, the performance security Deposit of the Service Provider shall be liable to be forfeited beside annulment of the Agreement.

*Principal*  
Principal  
11/18  
Industrial Training Institute  
Bhubaneswar-12

### **MANDATORY DOCUMENTS TO BE PROVIDED**

1. Technical Bid and Financial Bid to be submitted separately.
  2. Self-attested copy of registration certificate of agency :
  3. Self-attested copy of PAN/GIR Card.
  4. Self-attested copy of IT Return of 2017-18 assessment year filed by agency;
  5. Self-attested copy of GST Registration Certificate.
  6. Self-attested copy of E.P.F Registration Certificate with proof of payment up to 31.03.2018.
  7. Self-attested copy of E.S.I Registration Certificate with proof of payment up to 31.03.2018.
  8. Self-attested copy of Labour License, Registration Certificate under Contract Labour (Regulations and Abolition) Act, 1970.
  9. Self-attested copy of similar type of work Experience for providing Data Entry Operator.
  10. Certified documents in support of financial turn over for the financial year 2016-17 and 2017-18.
  11. Copy of the all pages in Quotation document with each page duly signed and sealed by the authorised signatory of the agency in token of their acceptance.
- Failures to submit any of the above documents will lead to rejection of the Quotation.

### **DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER**

1. List of Manpower to be provided by the agency for selection of manpower in details i.e. date of birth, marital status, address, educational qualification etc.
2. Bio-data indicating the permanent, temporary address, colour photograph and Cell Phone Number.
3. Undertaking from the person concerned.
4. Any other relevant document.

Seal & Signature of Bidder

  
 Principal  
 Industrial Training Institute  
 Bhubaneswar-12

## AGREEMENT

This Agreement is made on this day of \_\_\_\_\_

Between

The Director, Directorate of Technical Education & Training, Odisha, Cuttack represented by Sri \_\_\_\_\_ herein after referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors or assignees of the one part.

AND

M/s \_\_\_\_\_ represented by Sri \_\_\_\_\_ here in after called the "Manpower Service Provider" which expression shall, where the context so requires or admits, also include its successor or assignees of the other part.

Whereas, the "Authority" desires that the services of " \_\_\_\_\_ " are required IN THE Principal, I.T.I, Bhubaneswar.

And whereas the "Manpower Service Provider" has offered its willingness to the same in conformity with provisions of the agreement.

And whereas "Authority" has finalised the rate as per the terms and conditions of the agreement to the "Manpower Service Provider."

### **Now this agreement witness as below:-**

1. That the Annexure containing the Terms and conditions shall be deemed to form and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the "Authority" to the "Manpower Service Provider" the "Manpower Service Provider" hereby agrees with the "Authority" to provide personnel to be engaged as \_\_\_\_\_ in the Principal, ITI, Bhubaneswar in conformity with the provisions of the Terms and Conditions.
3. That the "Authority" hereby further agrees to pay the "Manpower Service Provider" the contract price at the time and in the manner prescribed in the said terms and conditions.

  
 Jyoti Prakash  
 Principal  
 Industrial Training Institute  
 Bhubaneswar-12

4. That in the event of any dispute that may arise it shall be settled as per the Terms and conditions of the contract.

That this agreement is valid up to \_\_\_\_\_

IN WITNESS WHEREOF the parties have caused their respective common seals to be here into set their respective hands and seals on the day and year first written above.

**Signature of the Contractor**

**Signed and delivered**

**Name/Address of the Contractor**

**Principal, ITI, Bhubaneswar**

**In the presence of witness:-**

**1. Signature :**

**Name**

**Designation:**

**Address:**

**1. Signature**

**Name:**

**Designation:**

**Address:**

**Seal & Signature of Bidder**

*Jmpan*  
Principal  
11/18  
Industrial Training Institute  
Bhubaneswar-12