

TENDER DOCUMENT



BOARD OF SECONDARY EDUCATION,
ODISHA, CUTTACK.



BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK.

TENDER CALL NOTICE

No:- 1297 (Spl. Estt.) dt:- 19.02.2021

Sealed Tenders are invited by the Secretary, Board of Secondary Education, Odisha, Cuttack in two-bid system form eligible registered Service Providers having valid registration number, up-to-date GST Clearance Certificate and PAN card for providing manpower service in the office of the Board of Secondary Education, Odisha, Cuttack for a period of one year on contract basis. The details of terms and conditions in the form of Tender Paper will be available in the office of the Board of Secondary Education, Odisha, Cuttack from 11.00 A.M. to 4.00 P.M. on all working days or can be downloaded from the Board's website:- www.bseodisha.nic.in within the same period. The interested parties can purchase the Tender Paper from the office of the Board of Secondary Education, Odisha, Cuttack by paying Rs. 2240/- (Rupees Two thousand Two hundred Forty) only towards the cost of Tender Paper along with GST. The tenders received will be opened on 15.03.2021 at 12.00 noon in the office Chamber of the Secretary, Board of Secondary Education, Odisha.

The Authority reserves the right to accept or reject the tender and to alter / amend the terms and conditions of the tender without assigning any reason thereof.

All legal disputes are subject to jurisdiction of Cuttack only.

Sd/-
Secretary
B.S.E., Odisha, Cuttack.



BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK.

TENDER PAPER FOR PROVIDING MANPOWER SERVICE OF ONE DRIVER

Tender Notice for award of contract for providing of service of one driver for a period of one year which may be extended if necessary.

Sealed Tenders are invited by the Secretary, Board of Secondary Education, Odisha, Cuttack in two-bid system from eligible registered Manpower Service Provider Agencies for providing manpower in B.S.E., Odisha, Cuttack for a period of one year on contract basis.

Interested Bidders are to submit “**Financial Bid**” and “**Technical Bid**” for providing Manpower Services to Board of Secondary Education, Odisha, Cuttack.

The office administration is not bound at any point of time to accept any bid and reserves the right to terminate the selection process at any time prior to the award of the contract without assigning any reason thereof.

The bidder has to examine all instructions and terms and conditions of the Tender Documents carefully and comply all requirements strictly. Failure to furnish requisite information and document in the submitted bid is liable for rejection.

The criteria of Driver post to be outsourced is given below for which the Tender is invited.

Sl. No.	Name of the Post	No of post to be outsourced	Qualification/ / Experience / Age
01	01	01	1- +2 Pass in Arts / Com. / Science 2- Driving License for Light Motor Vehicle 3- Knowledge of Motor mechanism 4- Atleast three years experience of driving a motor car 5- 21 to 32 years having good fitness Certificate

Sd/-
Secretary
B.S.E., Odisha, Cuttack.

Instruction to Tenderers / Bidders

Eligibility criteria for providing manpower service of one Driver to B.S.E. on outsourcing basis.

The Technical Bid shall be accompanied with the self attested photocopy of the following requisite documents falling which the bids shall be rejected out rightly.

1. Sealed tenders will be received up to 4.00 P.M. of the last date i.e. the completion of 15 days from the date of publication of Tender Notice in the New Paper. Any tender received after the due date & time will be rejected / returned to the sender unopened. The tenders will be received through **Regd. Post / Speed Post** only.
2. The bidder(s) is / are to submit their tenders in **separate** sealed covered envelops for **Technical Bid** and **Financial Bid** by super scribing **Cover "A" (Technical Bid) & Cover "B" (Financial Bid)** and both the sealed covers should be put into a **third Cover**, which should be super scribed as **"TENDER DOCUMENT FOR PROVIDING MANPOWER SERVICE IN BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK"**.
3. Credibility / Experience Certificate issued from the concerned Authority / Employer, State Govt. / Central Govt. / ULB of requisite under whom work has been performed at least for **03(three)** years concerning supply of manpower services out of which **01(one)** year must be in a Govt. office / Institution.
4. The Bidder should enclose (Xerox copy) of the paper cutting of the advertisement of the Tender Call Notice with the Technical Bid.
5. The service provider Agency / Companies average financial turnover for last tow Financial Years (2018-19 & 2019-20) should not be below Rs.50,00,000/- (Rupees Fifty Lakh) only (Balance Sheet) from the Registered Chartered Firm.
6. IT Return Certificate for last three financial years i.e. 2017-18, 2018-19 & 2019-20.
7. Earnest Money Deposit (EMD) @ Rs. 20,000/- (Rupees Twenty thousand) only in shape of Bank Draft / Demand Draft form any Nationalised Bank to be pledged in favour of **Secretary, Board of Secondary Education, Odisha, Cuttack** which would be returned after the completion of the tender process without any interest on it.
8. Photocopy (self attested) of GST Registration Certificate for providing manpower services.
9. Up-to-date photocopy of GST Clearance Certificate duly attested by Gazetted Officer / Notary Public.

- 10.** Photocopy of ESI & EPF Registration Certificates duly attested by a Gazetted Officer / Notary Public.
- 11.** The copies of month wise ESI & EPF deposit challans for minimum 50 nos. of worker for last six months should be submitted.
- 12.** The service provider Agency / Firm / Companies must have been registered with appropriate Registration Authority. (photocopy of Registration Certificate)
- 13.** Photocopy of valid labour license issued from concerned District Labour Officer under contract Labour Registration and Abolition Act., 1970 for minimum 50 nos. of laborers duly attested by a Gazetted Officer / Notary Public.
- 14.** The tender must submit an affidavit that the Agency has not been blacklisted at any time and no criminal cases are pending against the Agency.
- 15.** Full address of Registered Office with telephone No. / FAX No. / E.mail ID.
- 16.** The bidder should have Registered / Branch office located within the jurisdiction of Cuttack and Bhubaneswar.
- 17.** The manpower service provider agency shall furnish its ownership documents and the names & address of owners and office bearers.
- 18.** Photocopy (self attested) of PAN Card in the name of the Agency. In case of not in the name of the Agency, the PAN Card must be in the name of the Proprietor and the Proprietor shall have to submit an affidavit stating that he is the Proprietor of the firm applying for the tender.
- 19.** D.D. amounting to Rs.2,240/- (Rupees Two thousand Two hundred Forty) only non-refundable towards the cost of Tender Paper in the name of the Secretary, Board of Secondary Education, Odisha, Cuttack payable at Cuttack if downloaded from Board's Website.
- 20.** In case of Tender applied by a Partnership firm, attested copy of Partnership deed should be enclosed along with the Tender.
- 21.** In case of Private Limited Company, an attested copy of the Memorandum and Article of Association should be enclosed with the Tender application form.
- 22.** The tenderer must submit copy of audited Balance Sheet and P&L Accounts for last two year.
- 23.** The successful bidder shall furnish the names & addresses with mobile number of the personnel to be engaged in this office at the time of engagement.

24. The successful bidder shall submit a Bank Guarantee / F.D. amounting to Rs.30,000/- (Rupees Thirty thousand) only at the time of signing of Agreement for the work order as performance security in favour of Secretary, Board of Secondary Education, Odisha, Cuttack which will remain valid till the end of contract period.
25. The successful bidder must submit the police verification Certificate and Adhaar Card of the person, which will be verified by the authority before engagement, who will be engaged in this office.
26. It is the responsibility of the tenderer to see that the completed bidding documents are submitted by stipulated date and time for opening of tender failing which the tender would be considered late and will be rejected.
27. The tenderers are advice to read the terms and conditions of the tender and satisfy themselves about their fulfilling and also meeting the requirements of the documents as mentioned in the tender form before submitting the tender.
28. The tender documents along with enclosures should be page numbered. The total number of pages of all documents including the tender document should be indicated clearly on the first page of the tender document. **The tender not fulfilling these requirements shall be rejected outright.**

DECLARATION

1. I, Son / Daughter / Wife of Proprietor / Director / Authorised 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 / 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 and any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorised Person

Date:-

Name:-

Place:-

Seal:-

TECHINAL BID**Tender Call Notice No- 1297 (Spl. Estt.) Dt:-19.02.2021****NAME OF THE TENDER:** Providing Manpower Service of Driver category to B.S.E., Odisha, Cuttack on out sourcing basis**Name & Address of the Tenderer**

Sl. No.	List of Documents	Documents Submitted / Not Submitted	For the Office use only
1.	Date of Receipt of Tender Paper in Due time or Not (Yes/No)		
2.	Submission of Tender Paper by Regd. / Speed Post or not (Yes/No)		
3.	Xerox copy of paper cutting of Advertisement of the Tender Call Notice		
4.	Money Receipt / DD amounting to Rs.2,240/- (Rupees Two thousand Two hundred and forty) only (non-refundable) towards the cost of Tender Paper in the name of the Secretary, B.S.E., Odisha, Cuttack.		
5.	Valid Pan Card		
6.	Valid E.P.F., E.S.I. and GST Clearance Certificate		
7.	Credibility / experience Certificate from the concerned authority / employer at least for 03 (three) years in providing manpower service out of which one year must be in a Govt. Office / Institution		
8.	The Service Provider Agency / Firm / Companies must register with appropriate Registration Authority.		
9.	Chartered Accountant Certificate average financial turn over Certificate of Rs.50,00,000/- (Rupees Fifty Lakh) for last 02 (two) financial years i.e. 2018-19 and 2019-20 alongwith audited balance sheet for the similar period for supply of manpower services.		
10.	The agency should have valid contract Labour License for minimum 50 nos. of labourers issued from concerned District Labour Officer.		
11.	The agency must submit copy of IT Return for last year i.e. 2019-20		
12.	Submission of latest ECR copy of EPF, ESI & GST		
13.	The Agency must have valid up-to-date GST Certificate duly attested by Gazetted Officer / Notary Public		
14.	Month wise EPF & ESI deposited challan for minimum 50 nos. of workers for last six months.		
15.	Earnest Money Deposit (EMD) Rs.20,000/- (Rupees Twenty thousand) only in shape of Bank Draft / DD to be pledged in favour of the Secretary, B.S.E., Odisha, Cuttack , payable at Cuttaack No. _____ dt:- _____		
16.	Affidavit that company had not been Black listed at any time and No Criminal Cases pending against the Agency.		
17.	The Tenderer should submit the Full address of Registered office with Telephone number, Fax No. & e.mail ID and the documents for registered / branch office located within the jurisdiction of Cuttack and Bhunbaneswar.		
18.	In case of tender applied by a partnership firm, attested copy of partnership deed should be enclosed along with the tender.		
19.	The tenderer must submit copy of audited balance sheet and P & L Account for last two year.		
20.	In case of private limited company, an attested copy of the Memorandum and Article of Association should be enclosed with the tender application form.		
21.	Organisation profile, which shall include personnel profile, details of academic as well as experience of back-up official personnel.		

N.B. :- (Original documents are to be produced on the date of opening of Tender Paper for verification)**Signature of Bidder****Sd/-
Secretary**



BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK.

PART-II

FINANCIAL BID DOCUMENTS

(To be enveloped in separate sealed cover)

Name of the work

**Providing Manpower Service
of one driver to B.S.E., Odisha
on out sourcing basis.**

(Issued against deposit of Cash / Downloaded form Website)

Vide receipt No Dt:-

Commencement of Tender Date :-

Signature of the Bidder

Sd/-
Secretary
B.S.E., Odisha, Cuttack.

FINANCIAL BID

Tender Call Notice No- 1297 (Spl. Estt.) dt:-19.02.2021

For providing Manpower Service for Driver to Board of Secondary Education,
Odisha, Cuttack

1. Name of the tendering Manpower Service Provider:
- 2.

Sl. No.	Description	Rs.
1.	Wages per day	Rs.
2.	Wages per one month	Rs.
3.	EPF as per month	Rs.
4.	ESI as per month	Rs.
5.	Service charge	Rs.
	Sub Total (2+3+4+5)	Rs.
6.	GST as per norm	Rs.
	Grand Total	Rs.

3. The payment shall be made on completion of the calendar month only on the basis of no. of working days for which duty has been performed by each person.

Signature of the Bidder

Sd/-
Secretary
B.S.E., Odisha, Cuttack.

CHECK LIST

GENERAL TERMS AND CONDITIONS

1. All the works engaged by the out sourcing agency shall wear uniform while on duty.
2. The worker engaged by the manpower service provider shall bear photo identity card during the period of the work which shall be duly signed by the Secretary, Board of Secondary Education, Odisha, Cuttack.
3. The successful bidder shall provide the trained & qualified personnel having following criteria as given below.
 - a. +2 Pass in Arts / Com. / Science
 - b. Driving License for Light Motor Vehicle
 - c. Knowledge of Motor mechanism
 - d. Atleast three years experience of driving a motor car
 - e. 21 to 32 years having good fitness Certificate
4. The successful bidder at his own cost and experience and with all its liabilities will employ the Supervisors and Office bearers to supervise the work of the engaged person and shall keep the staff in its own control.
5. The successful bidder shall pay all statutory contribution payable by the employer (the bidder) under the provisions of the various laws and other laws in force and applicable during operation of the contract, including EPF, ESI & GST at the rates as applicable time to time and as per Govt. instruction.
6. The successful bidder shall deploy / arrange the personnel in accordance with the manpower service guidelines and the strict observation of the level rules and other rules applicable to it.
7. The service provider agency shall furnish the records / document / original voucher / challans in respect of statutory deposits in respect of the personnel to the office as and when required, falling which the office has every right to terminate the contract with one month notice to the effect.
8. The staff deployed by agency must possess and produce the police verification Certificate / s.
9. At no point of time any personnel so deployed should leave his place of duty without joining his reliever.

10. The successful bidder will submit the performance security to an amount of Rs.30,000/- (Rupees Thirty thousand) only in terms of the Bank guarantee / FD at the time of signing of the agreement for the work order.
11. Payment will be made after submission of bills with work certificates duly signed by the Secretary, Board of Secondary Education, Odisha, Cuttack. The attested Xerox copy of EPF / ESI / GST deposit challans for the preceding months should be submitted with the bills.
12. The person/s so deployed are required to maintain discipline mainly time schedules of the Board and shall carry out the works entrusted by Board authorities.
13. That the agency shall deploy the full complement of the personnel as per roster arrangement and shall maintain a list of the reserves to provide the replacement and supplement the strength if required.
14. The Secretary, Board of Secondary Education, Odisha, Cuttack shall have the right to ask for the removal of any person of the agency who is not considered proper in discharging of his duties. In such event the Service Provider shall forthwith send the substitute employee to avoid any disturbance in the work.
15. That the agency staff shall carry out such other legitimate duties as entrusted to them from time to time.
16. That the agency shall not engage any sub-contractor or transfer the contract to any other person or agency.
17. In case of any loss/theft of the property Board of Secondary Education, Odisha, Cuttack or any officer authorised by him will consider the circumstance leading to the loss/theft, and if the responsibility is fixed upon the agency by the above mentioned officer, the agency will make good the loss within a specified period or else the Board shall have lien on the security deposit and deduction of the cost will be made from the Manpower money deposited by the agency.
18. The successful bidder will be engaged for three years subject to review each year or such quarter period, the satisfactory performance after verification.
19. In exigency the period of engagement can be extended for another one year or more by the authority subject to the satisfactory performance on review.
20. Every year the performance of the service provider will be reviewed by the Board authority. If the activity or performance of the agency will be found to be unsatisfactory, the authority will take appropriate action for cancellation of the assignment and to take legal action.

21. GST and Income Tax (TDS) will be deducted as per norms of the claims of the Service provider.
22. In case of any dispute the legal jurisdiction of the same shall be at Cuttack only.
23. The person deployed shall be employee of the Service Provider and shall be the responsibility of the Service Provider to make payment to the persons deployed towards their Salary / Wages and shall in no case the Board authorities be responsible for any service benefits or claims of the persons deployed.

Sd/-
Secretary
B.S.E., Odisha, Cuttack.