



Govt. Science College / Govt. Science college Chatrapur
CHATRAPUR (Ganjam), PIN:761020 (Odisha)
College e-Mail Address – principalgsc@gmail.com

Office Circular No.: 2758 / GSCC / 2024

Date: 20/08/2024

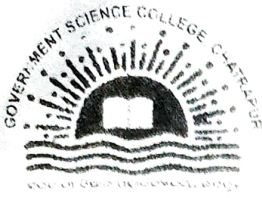
QUOTATION CALL NOTICE

The registered Service Providers having all eligibility may quote their lowest price for providing Security Guard, Sweeper(Unskilled), Peon, Gardener to be engaged in this college on daily wages basis. The quotation along with all requisite papers should reach in the office of the undersigned on or before 28/08/2024 (by 5.00 P.M.) which will be opened on 29/08/2024 at 11.00 A.M. The sealed quotations received after the due date will not be considered. The authority reserves the right to cancel any or all the quotations without assigning any reason thereof.

For details, please refer to the website <https://www.gsc.ac.in>.


20.8.24

Principal
Govt. Science College
Chatrapur (Gm.)



OFFICE OF THE PRINCIPAL

**Govt. Science College / Govt. Science college Chatrapur
CHATRAPUR (Ganjam), PIN:761020 (Odisha)
College e-Mail Address – principalgsc@gmail.com**

Office Circular No.: 2759 / GSCC / 2024

Date: 20/08/2024

NOTICE

Sealed Tenders are invited from reputed eligible Manpower Agency /Service providers to provide the service (Manpower) on outsourcing basis for day-to-day official works of Government Science College, Chatrapur, Ganjam. The tender document shall only be downloaded from the official website (<https://www.gsc.ac.in>) and submitted within 5.00 PM on 28. 08. 2024 along with the cost of tender paper i.e., Rs 500/- and relevant required documents. These ailed tenders will be opened on 29/08/2024 at 11.00 AM in office of the principal of the institute in presence of the purchase committee members. Tender should be accompanied by refundable earnest money deposit (EMD) of Rs. 5000/- (Rupees Five thousand) only in shape of Demand Draft in favour of "**Principal Govt. Science College, Chatrapur, Ganjam**" on any nationalized bank payable at Chatrapur. The last date of receipt of sealed tender document is **28. 08. 2024 up to 5.00 PM** at Principal Govt. Science College, Chatrapur, Ganjam, near NH-16, PO-Chatrapur, Dist- Ganjam, Odisha, Pin-761020 by registered Post /Speed Post only. The principal shall not have responsible for any postal delay. No tender 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.


20.8.24

Principal
Principal
Govt. Science College
Chatrapur (Gm.)

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

Principal, Government Science College, Chatrapur, Ganjam requires the services of reputed, well established and financially sound eligible manpower Service Providers to provide Manpower service on outsourcing basis for work at Government Science College, Chatrapur, Ganjam.

The contract for providing the aforesaid manpower is for a period of three years (03 years) initially, and may be extended for further subject to satisfactory performance. The contract can be terminated before end of contract period owing to unsatisfactory performance in service or substandard quality of manpower deployed by the selected service provider or non implementation of government guideline like deposit of EPF/ GST etc. The undersigned however reserves the right to terminate this initial contract at any time after giving one month notice to the selected service provider.

The institute has a tentative requirement of 11 number of class IV staff (including Security Guard, peon, gardener, sweeper etc).

The requirement may increase or decrease at any time as per requirement and government instruction.

The manpower service providers need to send the tender document filled in all respect along with Earnest money deposit (EMD) of Rs 5000/- (Rupees Five Thousand) only and other requisite documents on or before 5.00 PM on 28. 08. 2024 to the office of the Principal Govt. Science College, Chatrapur, Ganjam, near NH-16, PO-Chatrapur, Dist.-Ganjam, Odisha, PIN-761020 by registered / speed post only.

The bidder can download the tender document from the college website <https://www.gsccl.ac.in>.

The various dates relating to the tender for providing manpower Services to the Govt. Science College, Chatrapur, Ganjam are cited as under.

Period of downloading of Tender documents: From 20. 08.2024

Date for submission of Tender documents: From 21.08.2024 to 28.08.2024 up to 5.00 PM (By Regd. Post /Speed Post).


Date and time for opening of tender bids: 29.08.2024 at 11.00 AM.

- I. Technical Bids: on 29.08.2024 at 11.00 AM
- II. Financial Bids of eligible Bidders who are qualified in technical bid on 29. 08. 2024 at 3.00 PM

The tender envelopes should be superscripted "Tender for providing Manpower Services to Govt. Science College, Chatrapur, Ganjam".

Two separate envelopes containing Technical Bid and Financial Bid must be submitted.

Refundable Earnest Money deposit (EMD) of Rs 5000/- (Rupees Five thousand)only should be necessarily enclosed with the technical bid of the Service Provider in the form of Demand Draft /Pay order drawn in between the Tender period in favour of Principal, Govt. Science College, Chatrapur, Ganjam, failing which the tender shall be rejected.


20.8.24
Principal
Govt. Science College
Chatrapur (Gm.)

The successful tender will have to deposit a performance security of Rs. 3,00,000/- (Rupees Three lakhs) only in the form of Bank Guarantee from any Nationalized Bank in favour of the Principal, Govt. Science College, Chatrapur, Ganjam 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 Bidder.

Conditional bids shall not be considered and will be out rightly rejected.

All entries in the tender form should be clearly visible and filled correctly. If space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

No overwriting and correction is permitted in the financial bid form. In such cases the tender shall be summarily rejected, however the cuttings, if any in the technical bid must be authenticated by the person authorized to sign the tender bid with institution round seal.

The technical bids shall be opened on the schedule date and time, in the chamber of the Principal, Govt. Science College, Chatrapur, Ganjam in presence of the purchase committee.

The Principal of Government Science College, Chatrapur, Ganjam reserves the right to accept /reject or cancel any or all bids without assigning any reason thereof.


20.12.2017

Principal
Govt. Science College
Chatrapur (Gm.)

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

The tendering Manpower Service Provider should fulfil the following term and conditions.

1. The Registered office of the Manpower Service Provider must be located within the state of Odisha and registered by appropriate law of the land.
2. Copy of the Partnership deed/ Agreement must be enclosed if required.
3. The Service Provider for such Manpower should have minimum five year experience in providing Manpower service to (Central/State) Government /PSU Departments. Proof of the successful execution of work from competent authority must be enclosed.
4. The Manpower Service Provider must have the Bank Account in the name of the agency.
5. The Manpower Service Provider should have the valid GST registration number.
6. The Manpower Service Provider should be registered with the appropriate authorities under employees' Provident fund and Employees State Insurance ACTS.
7. The Manpower Service Provider should be registered with Labour Department, i.e., License under Contract Labour (Regulations and Abolition). Act: 1970.
8. The Service Provider should be financially sound and his annual turnover should not be less than Rs 20,00000/- (Rupees Twenty Lakhs) only per annum. Copy of Audited financial statement for the last five financial years must be attached (duly counter signed by Chartered Accountant).
9. An affidavit declaring no legal disputes under any of court of law must be submitted.


Principal
Govt. Science College
Chatrapur (Gm.)

TERMS AND CONDITIONS

GENERAL

1. The contract shall likely to commence from the date of placing of order for a period of Three years unless it is terminated by the authority owing to inefficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements or non implementation of government guideline or for any other reason.
2. The contract shall automatically expire on completion of three years unless or otherwise it will be extended further on mutual consent of the service provider and the Principal, Govt. Science College, Chatrapur, Ganjam or terminated earlier for any reason.
3. The contract may be extended by the same terms and conditions or with some addition /deletion /modification, for a further specific period mutually agreed upon by the manpower provider and the Govt. Science College, Chatrapur, Ganjam.
4. The Service Provider shall not be allowed to transfer, assign, pledge or sub contract its rights and liability under this farm to any other agency or organization.
5. The service provider will be bound by the details furnished by it to the Govt. Science College, Chatrapur, Ganjam while submitting the tender 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 stream 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 Person deployed shall be required to report for work at assigned 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 for the remuneration for one day will be made. However the agency must consider the reengagement of present employees if they apply for such engagement.
8. The agency must have a local office at Chatrapur or a local contact person who will be responsible to monitor/ supervise the work culture. In this context the service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Govt. Science College, Chatrapur, Ganjam, so that optimal service of the persons deployed could be availed without any disruption.
9. The entire financial liability in respect of manpower service deployed in Govt. Science College, Chatrapur, Ganjam shall be that of the Manpower Provider and the Govt. Science College, Chatrapur, Ganjam will in no way be liable. It will be responsibility of the service provider to pay to the person deployed a sum not less than the minimum home take remuneration quoted in the financial bid and show such evidence as may be required by the Principal Govt., Science College, Chatrapur, Ganjam.
10. For all intents and purpose, 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 what so ever like employer and employee relationship against the Govt. Science College, Chatrapur, Ganjam. There shall not be employer-employee relationship between Govt. Science College, Chatrapur, Ganjam and the persons deployed on outsourcing basis.
11. Govt. Science College, Chatrapur, Ganjam shall not be responsible for any financial loss or any injury/deal of any person deployed by the service provider in the course of performing the functions /duties or for payment towards any compensation.
12. 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 expiry of the contract.
13. In case of termination of the agreement on its expiry or otherwise, the persons deployed by the service provider shall not been titled to and shall have no claim for any absorption in regular or in other capacity.
14. The Person deployed shall not claim any benefit to compensation of absorption of regularization 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.
15. The service provider must be registered with the concerned Govt. Authorities, i.e.; Labour Commissioner, Provident fund Authorities, Employees State Insurance Corporation etc. and a copy of registration should be submitted. The service provider should complete with all the legal requirements for obtaining License under contract labour (Regulation and Abolition) Act 1970 if any, at his own part and cost.

Principal
Govt. Science College
Chatrapur (Gm.)

16. The service provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to him/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 Employee State Insurance, wherever applicable and the proof of such deposit shall be submitted as and when required by the Principal, Govt, Science College, Chatrapur, Ganjam.
17. The persons deployed by the service provider should have good police records and no criminal case should be pending against them. All the person to be engaged must submit a Police clearance certificate from the local police Station.
18. The persons deployed should be polite, cordial and efficient while handling the assigned work and their action should promote good will and enhance the image of Govt. Science College, Chatrapur, Ganjam. The service provider shall be responsible for any act of indiscipline by the persons deployed.

LEGAL

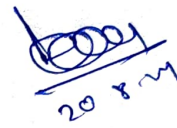
19. The persons deployed shall, during the courses of their work, be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the service provider as well as the person deployed liable for penal action under the applicable laws besides, the 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 person's deployed by them and the Principal Govt. Science College, Chatrapur, Ganjam 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 services rendered by it to Govt. Science College, Chatrapur, Ganjam to the concerned tax collection authorities, from time to time as per the rules and regulation on the matter. Attested photocopies of such documents shall be furnished to the Govt. Science College, Chatrapur, Ganjam at the time of submission of the bills in every month.
22. The service provider shall maintain all statutory registers under the law and shall produce the same on demand to the Govt, Science College, Chatrapur, Ganjam or any other authority under law.
23. The tax deduction at source (TDS) shall be done as per the provisions of income Tax/GST/ Rules as amended from time to time and certificate to this effect shall be provided by the Govt. Science College, Chatrapur, Ganjam.
24. In case the service provider fails to comply with any liability under appropriate law and as a result thereof, the Govt. Science College, Chatrapur, Ganjam is put to any loss or monetary obligation otherwise, Govt. Science College, Chatrapur, Ganjam will be entitled to get itself reimbursed out of the outstanding bill or the performance deposits of the service provider, to the extent of the loss obligation in monetary terms.
25. The agreement is liable to be terminated because of non-performance, deviation of term and condition of contract, non-payment of remuneration to employed persons and non-payment of statutory dues. The Govt, Science College, Chatrapur, Ganjam will have no liability towards non-payment of remuneration to the person employed by the service provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss is caused to the GOVT. Govt, Science College, Chatrapur, Ganjam by the person deployed, the same shall recovered from the unpaid bills or adjusted from the performance security deposit.

Financial

26. The final bid should be accompanied with an Earnest Money Deposited (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, Govt, Science College, Chatrapur, Ganjam failing which the tender shall be rejected out rightly.


 Principal
 Govt. Science College
 Chatrapur (Gm.)

27. The Earnest Money Deposit in respect of the agencies which do not qualify the technical bid (First Stage) /Final Bid (Second Competitive stage) shall be returned to them without any interest. In case of successful tendered 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.
28. The successful tendered will have to deposit a performance security deposit of **Rs 300000/-** (rupees Three lakhs) only in the form of bank guarantee from any nationalized bank in favour of the principal, Government Science college, Chatrapur, Ganjam 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.
29. In case of breach of any terms and conditions attached to the agreement, the performance security deposit by the service provider shall be liable to be forfeited beside annulment of the Agreement.



Principal
Govt. Science College
Chatrapur (Gm.)

PAYMENT TERMS

1. The service provider shall raise the bill along with signature of all manpower and the certification by concerned officer as a proof that the payments to all have been made by contractor in the presence of concerned officer of the section. On monthly basis the contractor should submit the bill (in duplicate) along with photocopy (wages and attendance) registers for payment of (EPF,ESI) with ECR & GST dues in respect of all manpower's latest by 7th of the following month duly certified by the concerned office for payment as per different tender's terms conditions. The contract or shall submit the bill by 10th of the subsequent month. As far as possible the payment will be released by the end of the month.
2. The amount of penalty calculated @ 100/- per day on account of delay, if any in providing suitable substitute for the period beyond three working days by the service provider shall be deducted from its monthly bills in the succeeding month.
3. The authority reserve 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.
4. In the event of any dispute arising in respect of the clauses of the agreement of the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
5. All disputes shall be under the jurisdiction of Chatrapur, Ganjam, Odisha.
6. The successful bidder will enter into an agreement with the Principal, Govt. Science College, Chatrapur, Ganjam for supply of suitable and qualified manpower as per requirement of this office on the above terms and conditions.



Principal
Govt. Science College
Chatrapur (Gm.)

MANDATORY DOCUMENTS TO BE PROVIDED

1. Technical Bid and Financial Bid to be submitted both sealed separately.
2. Self-attested copy of registration certificate of agency.
3. Self-attested copy of PAN card.
4. Self-attested copy of IT return of last three assessment years 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 upto 31.03.2019
7. Self-attested copy of ESI registration certificate with proof of payment upto 31.03.2019
8. Self-attested copy of the Labour License registration certificate under contract labour (Regulations and Abolition) Act.1970.
9. Self-attested copies of similar type of work experience for providing outsourced personnel in other Govt. organizations.
10. Certificate documents in support of financial turn over for the last five financial years duly countersigned by C.A.
11. All pages of Tender document must be signed and sealed by the authorized signatory of the agency as token of their acceptance.

Failures to submit any of the above documents will lead to rejection of the tender document.


Principal
Govt. Science College
Chatrapur (Gm.)

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

1. List of Manpower to be provided by the agency for deployment in Govt. Science College, Chatrapur, Ganjam containing full details i.e., address, date of Birth, marital status, educational qualification, experience etc.
2. Bio data of all persons indicating the permanent, temporary address, colour photograph and cell phone Number.
3. Undertaking form of the person concerned in shape of affidavit regarding no claim of any types of job in this Institute in future.
4. Police clearance letter regarding no Criminal case of such personnel.


2014
Principal
Govt. Science College
Chatrapur (G)

TENDER PAPER -- TECHNICAL BID

- a) Name of the tendering Manpower service Provider: _____
- b) Details of Earnest money Deposit: DD No.: _____ Date: _____
Rs. _____ Drawn on Bank: _____

- c) Name of the Proprietor/Partner/Director: _____
- d) Address at Registered office: _____

E-mail Address:

Telephone No.:

Fax no:

Mobile no.:

- e) Full Address of Operating /Branch Office: _____

E-mail Address:

Telephone No.:

Fax no:


Mobile no.:

- f) Name & Telephone No of Authorized officer /person to liaison with filled office(s): _____
- g) Banker of the manpower Service Provider: _____
- h) Telephone Number of Banker: _____
- i) PAN/ GIR No.: _____
- j) GST Registration No.: _____
- k) E.P.F. Registration number: _____
- l) E.S.I. Registration Number: _____
- m) Financial turnover of the tendering Service Provide (Remarks if any)

Financial Year	Amount (in Lakhs)	Remarks if any

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

- n) Additional Information if any.


Principal
Govt. Science College
Chatrapur (Gm.)

o) Give detail of the major similar contract handled by the tendering manpower service provider during the last three years in the following format.

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

Sl. No.	Name of Client	Address	Telephone number	Types of manpower provided Nos.	Amount of Contract Lakhs	Duration of Contract	
						Rs.	From To

q) The Annual return/E-return/ Challan Filed in E.S.1 and E.P.F. for last year up to March 2023 (Attached Attested copies).

r) Additional information if any (Attach separate if required.)

Signature of Authorized person

Full name

Seal

Place

Date


Principal
Govt. Science College
Chatrapur (Gm.)

TENDER PAPER-- DECLARATION

Ison /daughter /wife of Shri..... proprietor /director /authorized signatory of the service provider, mentioned above, am competent to sign this declaration and execute this tender document.

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

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 would lead to rejection of my/ our tender at any stage besides liabilities towards prosecution under appropriate law.

I /We have not been blacklisted by any central /state government /PSU departments.

Signature of the authorized person
Full name
Seal

Place
Date


Principal
Govt. Science College
Chatrapur (Gm.)

TENDER PAPER-- FINANCIAL BID

FOR PROVIDING TO MANPOWER SERVICE PROVIDER GOVT. SCIENCE COLLEGE, CHATRAPUR, GANJAM

1. Name of the 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	Man power type	Monthly rate per person						
		Home take Remuneration (Rs.)	Employer EPF share as applicable in % with amount	Employer ESI share as applicable in % with amount	Other Statutory dues if any (Rs.)	Service charges (Rs.)	GST (Rs.)	Total per person
1	2	3	4	5	6	7	8	9
2	Security Guard	As per Govt. Labour rate for unskilled (It will be revised as per notification on given by State						
3	Peon	Govt. Odisha from time to time.)						
4	Gardner							
5	Sweeper							

Notes:-The minimum home take remuneration per person should not be less as per labour rate as per Notification by Government of Odisha for unskilled/ Semi Skilled from time to time.

Signature of authorized
Person
Full Name
Seal

Date:
Place:

Seal & Signature of Bidder


Principal
Govt. Science College
Chatrapur (Gm.)