

Government of Odisha
Department of Women and Child Development

WCD-ICDS-G-MISC-0049-2022 No 2070 /WCD, Bhubaneswar, dated 02-02-2023

TENDER CALL NOTICE FOR SELECTION OF SERVICE PROVIDER AGENCY

Sealed tenders are invited by W&CD Deptt. for selection of Service Providing agency for engagement of manpower under HETC, Bhubaneswar and HETC, Barpalli. The details of the bidding process are as follows:

SLNo	Item	Date & Time
1	Last date & time for submission of tender Documents	28.02.2023, by 5:30 p.m.
2	Complete address for Submission of Bid	Address of HETC, BBSR HETC- Home Economics Training Centre At- Jail Road , Jharpada p.o.- Budheswari Dist- Khordha PIN- 751006
3	Place, date & time for opening of Technical Bids	Address of HETC, BBSR HETC- Home Economics Training Centre At- Jail Road , Jharpada p.o.- Budheswari Dist- Khordha PIN- 751006 Date -3.3.2023 Time 11.30 AM
	Place, date & time for opening for Technical Presentation	Address of HETC, BBSR HETC- Home Economics Training Centre At- Jail Road , Jharpada p.o.- Budheswari Dist- Khordha PIN- 751006 Date-6.3.23 Time 11.30 AM
4	Place, date & time for opening of Financial Bids of eligible Bidders	Date-10.3.23 at 3:30 P.M.. At HETC , BBSR
5	Tender Fee	Rs.500/- in shape of DD in favour of CI, HETC, BBSR-payable at Bhubaneswar for the services.
6	Mode of submission	In Sealed cover super scribing the service to provide on the outside cover through Registered Post/ Speed Post/courier only on the above mentioned address. Soft copy of tender documents can be downloaded from website of Women & Child Development Dept., Govt of Odisha- www.wcdodisha.gov.in .
7	EMD	Rs.20,000/- in shape of DD in favour of CI, HETC, BBSR payable at Bhubaneswar for the service.

The bid document containing eligibility criteria, the scope of work and other terms and conditions of the tender can be downloaded from the website <https://wcdodisha.gov.in> .


Additional secretary to Govt.

Memo No. 2071 /WCD, dtd. 02-02-2023

Copy alongwith soft copy forwarded to Manager(Advertisement), I&PR Deptt., Bhubaneswar for kind information and necessary action. He is requested to get published in 2(Two) the largest circulated Odia Daily Newspaper and 1(One) the English Newspaper largest circulate for consecutive two days on the inner side with minimum space at an early for the wide publication of tender call notice. A complimentary copy of the newspaper containing the tender call,notice may be sent to this Deptt. for reference and record

Sanj
2/2/23
Additional Secretary to Govt.

Memo No. 2072 /WCD, dtd. 02-02-2023

Copy forwarded to the Notice Board, Women & Child Development Deptt. /All Other Deptt. of Govt. with a request to display the Notice in their Notice Board for wide Publicity/five copies for guard file.

Sanj
2/2/23
Additional Secretary to Govt.

Memo No. 2073 /WCD, dtd. 02-02-2023

Copy forwarded to the Head State Portal Group-IT, Centre, Lokseva Bhawan, Bhubaneswar with a request to upload the Notice to Govt. of Odisha website for wide publicity

Sanj
2/2/23
Additional Secretary to Govt

Memo No. 2074 /WCD, dtd. 02-02-2023

Copy forwarded to Sri Sanjit Pattanaik, Sr. Programmer for information and necessary action. He is requested to upload the notice on the department website

Sanj
2/2/23
Additional Secretary to Govt.

Memo No. 2075 /WCD, dtd. 02-02-2023

Copy forwarded to CI, HETC ,BBSR for information & necessary action.

Sanj
2/2/23
Additional Secretary to Govt.



**EXPRESSION OF INTEREST FOR ENGAGEMENT OF
MANPOWER (Security/ Manpower/
Gardening/Housekeeping) FOR HOME ECONOMIC TRAINING
CENTRES AT (HETC), BHUBANESWAR & BARGARH, ODISHA
THROUGH SERVICE PROVIDING AGENCY**



FEBRUARY 1, 2023
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT of ODISHA

EXPRESSION OF INTEREST FOR ENGAGEMENT OF MANPOWER (Security/ Manpower/ Gardening/Housekeeping) FOR HOME ECONOMIC TRAINING CENTRES AT (HETC), BHUBANESWAR & BARGARH, ODISHA THROUGH SERVICE PROVIDING AGENCY

TENDER SCHEDULE

Period of issue of tender Documents	08 .02.2023
Last date & time for submission of tender Documents	28.02.2023
Method of selection	QCBS- Quality Cost Based Selection
Place of submission of completed tender Documents	HETC- Home Economics Training Centre At- Jail Road , Jharpada p.o.- Budheswari Dist- Khordha PIN- 751006 Phone no-9438133565, 9437293454
Mode of submission	In Sealed cover super scribing the service to provide on the outside cover through Registered Post/ Speed Post/courier only on the above mentioned address. Soft copy of tender documents can be downloaded from website of Women & Child Development Dept., Govt of Odisha- www.wcdodisha.gov.in .
Place, date & time for opening of Technical Bids	Address of HETC, BBSR HETC- Home Economics Training Centre At- Jail Road , Jharpada p.o.- Budheswari Dist- Khordha PIN- 751006 Date- 03.3.2023 Time 11.30 AM
Place, Date & time for Technical Presentation	Date-06.03.2023 at 11:30 A .M. At HETC , BBSR
Place, date & time for opening of Financial Bids of eligible Bidders	Date-10.03.2023 at 3:30 p.m. At-HETC , BBSR
Tender Fee	Rs.500/- in shape of DD in favour of CI, HETC, BBSR-payable at Bhubaneswar for the services.
EMD	Rs.20,000/- in shape of DD in favour of CI,

	HETC, BBSR payable at Bhubaneswar for the service.
Performance Security Deposit	Performance Security Deposit will be 10% of the Annual value of the contract to be awarded which is to be deposited in shape of DD in favour of CI , HETC, BBSR for the service after finalization of the Bid.
Validity of Contact	2 years from the date of execution of agreement.

EXPRESSION OF INTEREST FOR ENGAGEMENT OF SERVICE PROVIDING AGENCY FOR ENGAGEMENT OF SERVICE PROVIDING AGENCY (Security/ Manpower/ Gardening/Housekeeping) FOR HOME ECONOMIC TRAINING CENTRES (HETC) AT BHUBANESWAR& BARGARH, ODISHA

1. Introduction:

Home Economic Training Centre (HETC) is an organization under the administrative control of Women & Child Development Department, Govt. of Odisha as per mandate of NIPCCD, Gol. The major mandate of the organization is training & capacity building of the Anganwadi Workers of the state. There are 2 HETCs in the state; one at LaxmiSagar, Jharpada, Bhubaneswar and the other at Barpali, Bargarh. HETC, LaxmiSagar, Bhubaneswar is functioning from a 7 acres campus area at encompassinga 4 floor main building comprising an auditorium, class rooms, training halls, library, demonstration halls, open air auditorium, hostelarea, staff quarters, guest houses, large open garden area etc. The total infrastructure built up area is around 1 acre.

HETC Barpali, Bargarh is situated in 3.23 dcml land comprising of office & hostel infrastructure.

2. Objective:

The objective of the "Expression of Interest" is to engage a service providing agency which will provide the following services in the campus of HETC, LaxmiSagar, Bhubaneswar& HETC, Barpali, Bargarh.

Sl.No.	SERVICES REQUIRED	SCOPE OF THE WORK	TERMS OF REFERENCE
1.	Security personnel for watch & ward and public management	Requirement of Security personnel on three shift basis in HETC campus of Bhubaneswar &Barpali	Annexure -1
2.	Training co-ordinator & Administrative	Overseeing & leading training and related	-----

	Personnel	activities/programmes at HETCs	
3.	Services of different manpower for HETCs	Engagement of manpower in different capacities in HETCs, Bhubaneswar & Barpali	Annexure -2
4.	Maintenance of Garden	Maintenance of Landscape and Gardens of HETCs, Bhubaneswar & Barpali	-----
5.	Housekeeping of hostel and office space	cleanliness and sanitation of buildings of HETC campus in BBSR & Barpali	Annexure -3
6.	Technical bid	-----	Annexure -4
7.	Check list – Technical bid	-----	Annexure -5
8.	Financial Bid	-----	Annexure -6
9.	Declaration by the Bidder	----	Annexure -7
10.	Agreement	----	Annexure -8

3. Duration:

The duration of the engagement will be for a period of two years from the issue of work order and may be extended beyond the duration depending on performance and requirement with mutual consent on the terms and conditions.

4. Payment Schedule:

- a. The remuneration bill, in triplicate, in respect of the services provided must be submitted to the Authority in the first weeks of the succeeding month. As far as possible the payment will be released by the 2nd week of the succeeding month.
- b. The monthly bills must be accompanied with documentary proof of deposit of EPF & ESI dues pertaining to the previous month against each personal.
- c. The Tax Deduction at Source (TDS) shall be done as per the provision of IT Act/rules, as amended from time to time and a certificate to this effect shall be provided by the office.

5. Qualification/Experience:

- i. Agency must have at least 1000 number of trained and experienced people on his rolls for providing the services required.
- ii. Agency should have minimum of 5 years of experience in executing similar work assignments.

- iii. Preference will be given to agencies with work experience in Govt.
- iv. Minimum financial turnover of Rs75.00 lakhs per annum in each of the last three financial years.
- v. The firm must have License/ permission/ registration under Odisha Private Security Agencies rule from Home Department. The Bidder must have licenses of PSARA (Private Security Service Provider Regulation ACT, 2005) for providing security service(Copy to be enclosed).
- vi. The bidder shall have an office/ branch in proximity of Bhubaneswar.
- vii. There shall be no case pending with the police against the Proprietor/Firm/ or the Company/ Service Provider.
- viii. The Service Provider must not have been blacklisted by any organization.
- ix. The tendering service providers are required to enclose self-signed photocopies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/out rightly rejected and will not be considered any further:-
 - a. Registration Certificate of the applicant organization.
 - b. EPF Registration along with latest deposit challan and Return as on 31.03.2022 (ECR with Remittance and latest Account slip).
 - c. ESI Registration along with latest deposited challan and return as on 31.03.2022.
 - d. License of PSARA (Private Security Service Provider Regulation Act, 2005) for security service or as the case may be.
 - e. Registration / license of the Labour Department, Government of Odisha for providing manpower services.
 - f. Copy of the PAN Card.
 - g. Copy of the Balance Sheet for the last 3 financial years ending as on 31.03.2021.
 - h. Valid GST Registration certificate.
 - i. Copy of clearance certificate of GSTR-IIIB.
 - j. The firm must have up to date IT return.
 - k. The firm must have valid Labour license.
 - l. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
 - m. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial bid form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the technical bid application must be initiated by the person authorized to sign the tender

6.1 Evaluation Criteria:

- a. The bidder is required to submit 02 (two) copies of bids for Technical Offer (each of which will be treated as original) and one copy of financial offer, duly sealed in separate envelopes. Failure to do so will render them ineligible.
- b. The technical bid will be evaluated on the basis of bid documents submitted by the bidders and presentation before the committee considering all aspects of eligibility criteria and experience.
- c. The Technical Bid scoring (TBs) of bidders shall be as per the mark scoring methodology of QCBS method. The committee members/ technical team shall assess the technical presentation and assign marks.
- d. The bidder is required to achieve a minimum score of 70 marks (Bench Mark Score).
- e. The bidder securing less than the Bench Mark score will be rejected outright. Only those bidders that have achieved at least the Bench Mark Score in Technical Bid & quote; Technical evaluation will qualify for opening of their Financial Bids.
- f. **Technical component will carry 70% weightage and financial component 30% weightage.**

Sl. No.	Technical Parameters	Maximum Marks
1.	Annual Turnover – Rs75.00 lakhs- 10 marks More than Rs75.00 lakhs- additional -5 marks	10 Additional -5 marks Total- 15 marks
2.	Experience of the agency in the area of providing required services- 5yrs,-- 10 marks More than 5 yrs—additional 5 marks	10 marks Additional – 5 marks Total- 15 marks
3.	Experience of providing services to government - 5yrs- 15 marks More than 5 yrs, additional 5 marks	15 marks Additional – 5 marks Total- 20 marks
5.	No of trained experienced people with the firm-1000– 15 marks More than 1000- additional 5 marks	15marks Additional – 5 marks Total- 20 marks
6.	Technical presentation (15 min.)	30
Total technical score		100

- g. The bids will be opened by a Tender opening committee and eligible shortlisted agencies will be called for interaction with the Evaluation committee when they will be required to make presentation on their capability/qualification/strategy.
- h. The minimum qualifying marks in the Technical Evaluation is **70%**i.e,**70 marks**out of the total score for technical component.

- i. Agencies qualified after Technical evaluation as per clause 6(e) shall be notified for financial bid.

6.2. Evaluation of Financial Bid

The financial bid shall be opened of the technically qualified bidders as per clause 6(e) whose technical bids shall be found responsive and accepted by the competent authority.

- a. The lowest financial bid will be given a Financial Bid score (FBs) of 100 Marks. The final score of other FBs will be computed as follows:

$$FBs = \frac{100 \times FBs}{F1}$$

(F1 = amount of financial bid of corresponding participant)

6.3. Combined and final Evaluation

- a. The offers of the qualified bidders will be finally ranked according to their combined Technical Bid Scores and Financial Bid Score as follows:

Where CS is the combined score and Tw & Fw are weightages assigned to Technical Bid and Financial Bid score that shall be 0.70 & 0.30 respectively i.e in the weightage ratio of 70:30. Selection of the bidder shall be solely basing on the highest combined score (CS).

B .Only successful bidders would be communicated the award of consultancy.

7. Information and Conditions relating to Submission of Bids

- i. The offer of bidder will be cancelled straight away, if the bidder quoted the rate(s) less than the Minimum Wages of Government & Statutory dues as per Contract of Labour Act as per office of the Labour Commissioner notification no.
- ii. The initial period of contract shall be for a period of 2 years from the date of execution of agreement, may be extended further one year at a time depending on performance of the Service Provider.
- iii. The tender has been invited under two bid systems i.e. Technical Bid and Financial Bid. The interested agencies are required to submit the Technical and Financial Bid separately in the format enclosed. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover superscribed "Tender for Outsourcing of Security Service" should reach HETC, on or before 16.02.2023 by 5p.m.
- iv. All the pages of the tender should be signed by the owner of the firm or his Authorized Signatory. In case the tenders are signed by the Authorized Signatory, a copy of the power of attorney/authorization may be enclosed along with tender.

- v. A copy of the terms and conditions shall be signed on each page and submitted with the Technical Bid as token of acceptance of terms and conditions.
- vi. A Tender Fee of Rs.500/- (Rupees five hundred) only is to be deposited for the service in shape of Demand Draft in favour of CI, HETC, BBSR payable at Bhubaneswar at the time of submission of tender document failing which the Tender shall be summarily rejected.
- vii. The documents are to be arranged serially as per the order mentioned in the check list and attached to the Technical Bid.
- viii. The E.M.D. of Rs. 20,000/- (Rupees Twenty thousand) only (refundable without interest) shall be necessarily accompanied with the Technical Bid of the service provider for the service in the form of Demand Draft drawn in favour of the CI, HETC, BBSR payable at Bhubaneswar failing which the tender shall be summarily rejected.
- ix. The EMD without interest shall be returned to the unsuccessful bidders after finalization of contract preferably within 30 days.
- x. The successful Bidder will have to deposit a Performance Security Deposit of 10% of the Annual value of the contract to be awarded which is to be deposited in shape of DD in favour of CI, HETC, BBSR payable at Bhubaneswar for each services after finalization of the Bid.
- xi. The Service Provider shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The Service Provider shall keep HETC, Bhubaneswar fully indemnified against liability of tax, interest, penalty etc. of the Service Provider & the staff deployed in respect thereof, which may arise.
- xii. The EMD of Rs.20,000/- deposited by successful Service Provider of the service can be adjusted towards Performance Security Deposit on the request of the tenderer. The Performance Security Deposit does not carry any interest. If the successful bidder fails to furnish the performance Security Deposit within 30 (thirty) days after the issue of Letter of Award of Work, the EMD shall be forfeited unless time extension has been granted by HETC, Bhubaneswar.
- xiii. The bid shall be valid and open for acceptance of the Competent Authority of W&CD Dept. Govt. of Odisha, Bhubaneswar for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and/withdrawal of tender on any ground by successful bidder shall be entertained.
- xiv. After evaluation, the work shall be awarded normally to the Service Provider fulfilling all the conditions and who has quoted the lowest rate towards service charges. In case two or more agencies are found to have quoted the same rates, the committee constituted for this shall decide about the Service Provider to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Commissioner cum Secretary, W&CD, Govt. of Odisha in this regard shall be final. If the rate quoted by the agency is found to be unviable and below the rate fixed by the Tender Evaluation Committee, then the technical bid of the concerned agency would be rejected summarily.
- xv. HETC, Bhubaneswar reserves the right to accept or reject any or all bids without assigning any reasons. HETC, Bhubaneswar also reserves the right to reject any bid

which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

xvi. The Technical Bids shall be opened on the scheduled date and time i.e. **11 AM on 20.02.2023** in the Office of HE TC- Home Economics Training Centre

At- Jail Road , Jharpada

p.o.- Budheswari

Dist- Khordha PIN- 751006

In the presence of the authorized representatives of service providers, if any, who wish to be present on the spot at that time. In case the date of opening declares public holiday, it shall be opened on next working day.

1. The Financial Bid of only those tenderers will be opened who qualify in the Technical Bids. The Financial bids shall be opened at 3.00 PM 24.02.23 in the office of HETC, BBSR, in the presence of the representatives of Service Providers, if any, who wish to be present on the spot at that time. In case the date of opening declares public holiday, it shall be opened on next working day.
2. Any future clarification and/or corrigendum(s) shall be communicated through the website; www.wcdodisha.gov.in .

8.Financial

- i. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees twenty thousand) only (refundable without interest) for the service in the form of Demand Draft drawn in favour of ----- payable at Bhubaneswar failing which the tender shall be rejected out rightly.
- ii. The Earnest Money Deposit in respect of the Service Providers 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 Service Provider fails to provide the services against the initial requirement within 30 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.
- iii. The successful Bidder will have to deposit a Performance Security Deposit of 10% of the Annual value of the contract to be awarded which is to be deposited in shape of DD in favour of CI, HETC, BBSR payable at Bhubaneswar for the services after finalization of the Bid.
- iv. 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 besides annulment of the Agreement.
- v. The Service Provider shall raise the bill, in triplicate, along with copy of deposit of legal dues and attendance sheet duly verified by the Office of the HETC in respect of the service provided and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released in the succeeding month.

- vi. The amount of penalty calculated @ Rs.300/- per day on account of delay in providing service/ unsatisfactory service shall be deducted from the monthly bills of the Service Provider in the succeeding month.
- vii. HETC Bhubaneswar reserves 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.
- viii. The successful bidder will enter into an agreement with HETC for supply of suitable services as per requirement of HETC, Bhubaneswar & Barpalli on the above terms and conditions.

9. Legal

1. 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 confidential 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.
2. The Service Provider shall be liable for depositing all taxes, levies, cess etc. On account of service rendered by it to HETC, BBSR & Barpalli to the concerned tax collection authorities, from time to time as per the rules and regulations in the matter. Attested photocopies of such documents shall be furnished to HETC alongwith the bills.
3. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of HETC or any other authority under Law.
4. The Tax Deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules as amended from time to time and a certificate to this effect shall be provided by HETC
5. In case, Service Provider fails to comply with any liability under appropriate law, and a result thereof, the HETC is put to any loss/ obligation monetary or otherwise, the HETC will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
6. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract. HETC will have no liability towards non- payment of remuneration to the persons engaged by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the HETC by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit. Signature of the bidder/ authorized person in case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a sole Arbitrator to be appointed by Commissioner cum Secretary to Govt. Women & Child Development Dept. Bhubaneswar. The provisions of Arbitration and Conciliation Act, 1996 shall be applicable.
7. In the event of any dispute arising in respect of the clauses of the agreement, it shall

be resolved through negotiation or through arbitration. Alternatively, the dispute shall be referred to the next higher authority for his decision and the same shall be binding on all parties. However all matters of jurisdiction shall be at the local courts located at Bhubaneswar.

8. HETC shall not be responsible for any claims for general injury, including death sustained by the security personnel or any third person arising out of or in the course of the performance of the functions of the security guards pursuant to this contract.

10. General Terms and Conditions:

The agency shall not sublet the work to any other agency under any circumstances. Income tax, if applicable, shall be deducted at source from all accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time. The Service Provider shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, . ESI etc. relating to personnel deployed by it at HETCs for any accident caused to them and the HETCs shall not be liable to bear any expense in this regard.

- a. HETC reserves the right to increase/decrease the number of manpower/equipment as per actual requirement.
- b. The dis-engagement of the service provider can be made by HETC giving one-month notice.. The right to reject any or all bids rests with HETC without assigning any reason thereof.
- c. In case of breach of any terms & conditions, the performance security deposit of the Service provider shall be liable to be forfeited besides annulment of the agreement.
- d. The agreement is liable to be terminated in case of non-performance, deviation of terms & conditions of contracts, non-payment of remuneration of employed manpower and non-payment of statutory dues. If any loss or damage is caused to the office by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
- e. The service provider shall nominate a coordinator who shall be responsible immediate interaction with the Office. Selected Agency must visit premises of HETCs at least once in a week and review the service performance of its personnel. During the weekly visit, Service Provider representative will also meet the HETC, Bhubaneswar Officer dealing with service under the contract for mutual feedback regarding the work performed by the personnel and removal of deficiencies, if any, observed in their working.
- f. The service provider will abide by the rules and regulations of the organization and execute an agreement as per the Finance Deptt. , Govt. of Odisha circular within seven days from the date of engagement.
- g. The full particulars of the personnel to be deployed by the Service Provider including their names, addresses, Mobile Number and Identity Card with Photograph shall be furnished to HETC, Bhubaneswar along with testimonials before they are actually deployed for the job. The Service Provider shall ensure that

the Persons to be engaged by the Service Provider should be above 18 years of age and not exceeding 60 years and physically sound to perform the duties. The Service Provider will get their antecedents, character and conduct verified.

- h. The Service Provider shall provide reasonably good uniform with name badges to its security personnel deployed at HETC, Bhubaneswar & Barpalli at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick, etc. shall be borne/ supplied by the Service Provider at its own cost. The service provider will provide the I-card to their staffs engaged in Security, Housekeeping and Gardening work.
- i. Casual leave as applicable will be allowed. Advance permission will have to be taken. Substitute must be given in place of deployed one. No extra payment on this account shall be borne by HETC.
- j. The name and designation of the contact person for field visit on any matter relating to this is given below:

Chief Instructress,

Address of HETC, BBSR
HETC- Home Economics Training Centre
At- Jail Road , Jharpada
p.o.- Budheswari
Dist- Khordha PIN- 751006
Contact no- 9437293454, 9438133565
Email id: ci.hetcbbbsr@gmail.com

Chief Instructress,
Home Economic Training Centre
Barpalli, Bargarh. Contact no- 9937157316
Email id: hetcbarpalli86@gmail.com

- k. The name and designation of the contact person for seeking clarification on any matter relating to this is given below:

Additional Secretary(Training)
Women & Child Development Dept.
Contact no-9438728900
Email id:

l. The Service Provider shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the HETCs.

m. In case of any theft or pilferages, loss or other offences, the Service Provider will investigate and submit a report to HETC Bhubaneswar & Barpalli and maintain liaison with the police. FIR will be lodged by HETC, Bhubaneswar & Barpalli wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and

responsibility to be fixed.

n. As and when HETCs require additional strength on temporary or emergent basis, the Service Provider will depute such personnel under the same terms and conditions. For the same, a notice of two days will be given by the HETCs. Similarly, if the personnel deployed by the Service Provider at any time are found absent from duty or sleeping or found engaged in irregular activities, HETCs shall deduct the requisite amount at the pro-rata rates from the bill of the Service Provider besides imposition of penalty for non-observance of the terms of contract.

o. The Service Provider shall arrange to maintain the daily shift-wise attendance record of the personnels deployed by it showing their arrival and departure time. The Service Provider shall submit to HETCs an attested photocopy of the attendance record and enclose the same with the monthly bill. The Register so maintained should be duly certified by the designated officer/staff of HETCs

p. The HETCs Bhubaneswar shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable. There shall be no increase in rates payable to the Service Provider during the Contract period except reimbursement of the minimum wages and statutory wages revised by the Government.

q. In case of noncompliance/non-performance of the services according the terms of the contract, HETCs shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract. The Service Provider shall be solely liable for all payment/dues of the Workers employed and deployed by it. The Service Provider shall fully indemnify HETCs against all the payments, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in HETCs premises/facility.

r. The decision of HETCs in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between HETCs and the Service Provider and any non-compliance shall be deemed as breach of the Contract/Agreement.

Annexure-1

TERMS OF REFERENCE FOR ENGAGEMENT OF SECURITY PERSONNEL AT HETCs

1. Scope of work for Personnel under Security Services:

- i. The Service Provider shall provide Security services by deploying adequately trained and well-disciplined security personnel to safeguard the building HETC, LaxmiSagar, BhubaneswarBarpalli, moveable and immovable assets, equipment and other items from any thefts, pilferage or damage and also ensure safety of the campus. . In case of any loss that might be caused to the HETCs due to lapse on the part of the security personnel discharging security responsibilities, will be borne by the Service Provider and in this connection, HETCs shall have the right to deduct appropriate amount from the bill of contracting Service Provider to make good such loss to HETCs besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the Service provider, HETCs shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
- ii. The Security personnel shall be deployed round the clock in 3 shifts at Bhubaneswar &Barpalli to safeguard the premises i.e. One shift is of 8 Hours. At no instance shall a guard be permitted to render service beyond a period of 8 hours per day continuously and not more than six (6) consecutive days. A violation of this condition shall be considered enough ground to terminate the contract. The Security Agency is required to submit a detailed security plan effecting proper work schedule
- iii. The Service Provider shall be responsible for opening/closing HETC, BBSR&Barpalli on working and holidays.
- iv. The Service Provider shall maintain records of inward and outward movement of visitors, materials and vehicles, etc. with proper check on the same as per instructions given from time to time by HETC, Bhubaneswar &Barpalli.
- v. The security personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert and should be well dressed in uniforms.
- vi. The security personnel shall be duly trained in Fire Safety Operations.
- vii. The Service Provider shall keep the HETC, Bhubaneswar &Barpalli informed of all the matters of security and co-operate in the investigation of any incident relating to security.
- viii Security personnel must be physically and mentally fit and capable of operating CCTV monitoring system .The Service Provider shall ensure that security staff appointed by them is fully loyal-to and assist the HETC, Bhubaneswar&Barpalli during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immoveable to the entire satisfaction of the HETCs.

2. The details of remuneration for security service to be provided is indicated below as for present rate.

S.N.	Service of Manpower Required	Qualification	No. of persons required		Monthly Remuneration Suggested (In Rs.)
			BBSR	Barpali	
1.	Security Guard	HSC\ 10 th	9	2	10100/-

Annexure-2

TERMS OF REFERENCE FOR PROVIDING SERVICES OF DIFFERENT MANPOWER

1. The details of services of different manpower required along with the remuneration to be provided are as per details given below.

Sl. No.	Services of Manpower Required	Qualification	No. of persons required Total-24		*Monthly Remuneration Suggested (In Rs.)
			BBSR	Barpali	
1	Training co-ordinator	Post Graduate with 5 years of experience in govt/academia	1	1	25,000
2	Office Assistant/ Computer Assistant	Graduate with Computer Knowledge	2	1	12,500
3	Administrative cum Account Assistant	B.Com with Account knowledge, Tally Package	2	1	12,500
4	Multi-Tasking Staff	HSC\10 th	2	2	10,500
5	Sweeper	10 th Standard	6	1	10,100
6	Gardener	8 th /10 th	3	1	10,100

***(Including Employee share of EPF & ESI and excluding Employer share of EPF & ESI,Service Charges & GST.)**

During the engagement period, any withdrawal of deployed staff can be made by either side giving one-month notice. In case of non-performance/ irregularity of the employee, the engagement of the said manpower can be terminated without any prior notice.

The agency shall hire the services of any other staff as per requirement of the institutes during the period of contract following due procedures. Thus, the no of persons may be increased or decreased as per actual need.

Annexure-3

TERMS OF REFERENCE FOR HOUSEKEEPING

1. Housekeeping staff to be placed by the service Provider must be experienced to handle the work.
2. The service provider must submit the certified copy of the bio-data of persons to be employed.
3. They have to report to the Establishment Section of the office at 8.00 am & leave at 4.30 pm with thirty minutes lunch break which will be staggered.
4. The Housekeeping staff will be engaged for cleaning of buildings, hostel & its peripheral areas inside the campus such as;
 - i. Sweeping of the floors of each building & wet mopping/ cleaning of dustbin (daily basis)
 - ii. Cleaning of all toilet & bathroom of each building (hourly basis)
 - iii. Dustbin of doors & windows/furniture & fixtures/cleaning of glasses (daily basis)
 - iv. Removal of cobwebs/cleaning of walls & roofs of each building (minimum once in a week)
 - v. Sweeping of road daily/ cleaning of drainage system (daily basis)
 - vi. Dumping of garbage in a specified spot.
 - vii. Any other work assigned to them related to sanitation & cleanliness.

Annexure- 4
TECHNICAL BID

(In separate sealed Cover-I super scribed "Technical Bid")

For

SELECTION OF SERVICE PROVIDER FOR PROVIDING MANPOWER FOR HETC BBSR & BARPALLI

1. Name of Tendering Service Provider
2. Details of Tender Fee : D.D.No.....
of Rs.
drawn on Bank.....
3. Details of Earnest Money Deposit : D.D.No.....
of Rs.
drawn on Bank.....
4. Name of Proprietor/Partner/Director:.....
 1.
 2.
5. Full Address of Registered Office
- a. Telephone No. :
- b. FAX No. :
- c. E. mail Address :
6. Full Address of Operating/ Branch Office:.....
 - a. Telephone No. :
 - b. FAX No. :
 - c. E. mail Address :
7. Name, Address & Telephone No. of:
Authorized Officer/Person:
8. PAN Card No:
9. TAN No:
10. GST Registration No
11. EPF Registration No.
12. ESI Registration No.
13. Bank Details of the Tenderer
 - i)Bank Account Number.....
 - ii) Name of the Account Holder
 - iii)Name of Bank/Branch.....
 - iv)IFS Code.....
14. Do you have license of PSARA (Private Security Agencies Regulation Act, 2005). Please attachself attested copy.

15. Financial turnover of the tendering Service Provider for the last 3 financial years (Xerox copy of audited statement to be enclosed)		YES/NO		
Financial Year	Amount (Rs. In lakh)	Remarks, if any		
2019-20				
2020-21				
2021-22				
16. Give details of the major similar contracts handled by the tendering Service Provider during the last three years in the following format (if the space provided is insufficient a separate sheet may be attached)		YES/NO		
Name of the client/address/Telephone & Fax No.	Type of service provided	Amount of Service contract (Rs. in lakh)	Duration of contract	
			From	To
Bank Details: Name of the Bank/Branch A/c No. IFS Code:			YES/NO	

17. Documents attached – As per the Checklist.

(Additional information – Attach Self attested copy of proof of the above documents).

Date:
Place:

Signature of the Tenderer/Authorized person
Name:
Seal:

Annexure-5

TECHNICAL BID

CHECKLIST

(Attach self attested photocopy)

1	Registration Certificate of the service provider	YES/NO		
2	GST Registration No	YES/NO		
3	E.P.F. Registration No	YES/NO		
4	E.S.I. Registration No.	YES/NO		
5	Copy of PAN No.	YES/NO		
6	Copy of TAN No.	YES/NO		
7	Copy of Registration/ license of the Labour Department, Government of Odisha for providing services.	YES/NO		
8	License of PSARA (Private Security Agencies Regulation Act, 2005(only for security service).	YES/NO		
9	In case the tenders are signed by the authorized Signatory, a copy of the power of attorney/authorization to be enclosed.	YES/NO		
10	Copy of the clearance of GSTR-III B	YES/NO		
11.Financial turnover of the tendering Service Provider for the last 3 financial years(Xerox copy of audited statement to be enclosed)		YES/NO		
Financial year	Amount (Rs. In lakh)	Remarks, if any		
2019-20				
2020-21				
2021-22				
12.Give details of the major similar contracts handled by the tendering Service Provider during the last three years in the following format (if the space provided is insufficient a separate sheet may be attached)		YES/NO		
Sl.No.	Name of the client/address/Telephone & Fax No.	Type of service provide	Amount of Service	Duration of contract

		d	contract (Rs. in lakh)		
				From	To
13.	Bank Details: Name of the Bank/Branch A/c No. IFS Code:			YES/NO	

14. Proof of above documents to be attached.

Date:

Place:

Signature of the Tenderer/Authorized person

Name:

Seal

Annexure -6

FINANCIAL BID
FOR PROVIDING MANPOWER TO HETCs

Name of tendering Service Provider:

Sl.no	Name of the Service Provider	Service charges per person in Indian currency(Rupees)	Total amount per month for total 35 nos of personnel (including all category(incl. all charges & taxes)) excl. GST

The bids with nil or very low service charge will be treated as non-responsive Bid.

Annexure-7

DECLARATION

1. I,,Son/Daughter/Wife of Shri
Proprietor/Partner/Director/authorized signatory of the Service Provider mentioned above and 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. I / any partner/ any director/ Firm/ Company am/is not blacklisted by any Govt/ PSU.
4. No case is pending with the police against the Proprietor/Firm/ Company.
5. 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 any false information/fabricated document would lead to rejection of the tender at the stage besides liabilities towards prosecution under appropriate law.

Date:

Place:

Signature of the Tenderer/Authorized person

Full Name:

Seal:

Annexure- 8

AGREEMENT

This Agreement is made on this..... day of 2023 between HETC represented by ----- hereinafter 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 hereinafter called the "Service Provider" which expression shall, where the context so required or admits, also include its successors or assignees of the other part.

Whereas, the "Authority" desires that the services of "....." are required in HETC Office.

And whereas the "Service Provider" has offered willingness to the same in conformity with the provisions of the terms and conditions of contract.

And where as the "Authority" has finalized the rate as per the terms and conditions of the agreement to the "Service Provider"

Now this agreement witnesses 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 "Service Provider", the "Service Provider" hereby agrees with the "Authority" to provide services at HETC, BBSR &Barpalli, in conformity with the provisions of the Terms and Conditions.
3. That the "Authority" hereby further agrees to pay the "Service Provider" the contract price at the time and in the manner prescribed in the said Terms and Conditions.
4. That in the event of any dispute that may arise, it shall be settled as per the Terms and Conditions of the contract.
5. That this agreement is valid up to

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

Signature of the Officer

Signature of the Authority

Date

Seal

Authorized to sign on behalf of Service
Provider
Date
Seal

In the presence of witness: -

Witness

1. Name.....

Address.....

2. Name.....

Address.....

.....

Witness

1. Name.....

Address.....

2. Name.....

Address.....

.....