

OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, BOUDH
(Social Security Section)

No. 425 /SS, Dtd. 08 / 06 /2018

TENDER NOTICE

Sealed Tenders are invited from the services of reputed well established and financially sound Manpower service providers to provide services of programme Assistant on contract basis for day to day official work.

The tenders shall be received by the District Social Security Officer; Boudh at up to 3.00 P.M on 22-06-2018. The tenders shall be opened in the same day i.e dt. 22-06-2018 at 4.00 P.M. in the office of the Collector and District Magistrate, Boudh by the tender Committee in presence of the tenders or their authorized representatives. The details regarding terms, conditions earnest money deposits etc can be obtained from office of the DSSO, Boudh from 10.00 A.M to 2.00 P.M on working day from 11-06-2018 to 22-06-2018 (upto 11.00 AM) and can be downloaded from district website - www.boudh.nic.in

The Bidders who have applied in response to tender Notice No. 425 on dated 08-06-2018. of office of DSSO, Boudh are need not required to submit technical Bid, they are required to furnish only financial bid.

The tenders received beyond the date and time mentioned above shall not be taken into consideration. The Authority reserves the right to reject any or all tender without assigning any reason thereof.

[Signature]
8.6.2018
COLLECTOR, BOUDH
COLLECTOR
BOUDH

Memo No. 426/SS, Dtd. 08 / 06 /2018

Copy to the Notice Board of Collectorate, Boudh/Project Director, DRDA, Boudh/Sub-Collector, Boudh/ All Block Development Officers/ All Child Development Project officers for information. They are requested to kindly display the Tender Notice in their Notice Board for information of general public.

Copy forwarded to all the District Social Security Officers of the state for information. They are requested to display the Tender Notice in their respective Notice Boards.

Copy in the Official Website of Boudh district-www.boudh.nic.in

Copy forwarded to the Director, Department of Social Security & Empowerment of Persons with Disabilities (SSEPD) Odisha, Bhubaneswar for information and necessary action.

[Signature]
8.6.2018
COLLECTOR, BOUDH
COLLECTOR
BOUDH

Memo No. 427/SS, Dtd. 08 / 06 /2018

Copy forwarded to the Director, Information & Public Relation Deptt., Odisha, Bhubaneswar for information with a request to give publicity of the tender Notice in one prominent Odia daily news paper of all Odisha edition well before the last date.

Copy to D.I & P.R.O, Boudh for information and necessary action. He is directed to ensure early action.

[Signature]
8.6.2018
COLLECTOR, BOUDH
COLLECTOR
BOUDH

OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, BOUDH

(Social Security Section)

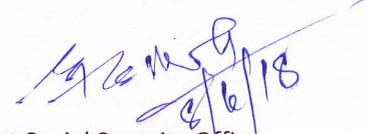
Order No. 428 /SS, Dt. 08.06.2018

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Boudh District requires the services of reputed ,well established and financially sound Manpower Service Providers to provide services of Programme Assistant on contract basis for day to day official work
2. The contract for providing the aforesaid manpower is likely to commence from 01.04.2018 and would continue till 31.03.2019. The period of the contract may be further extended beyond 31.03.2019 provided the requirement of the district for manpower persists at that time or may be curtailed/terminated before 31.03.2019 owing to deficiency in service or substandard quality of manpower deployed by the selected service provider or because of change in the Districts requirements. The district, however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected service provider.
3. This district has tentative requirement for 6(six) (total number required in offices of DSSO, Sub-Collector, 03 Blocks and NAC, Boudhgarh) Programme Assistant s .The requirement may increase /decrease in any/ all the categories
4. The estimated cost of the contract is Rs.6,48,000 (*9000/-*6 no. of people to be employed*12)
5. The Take Home Remuneration of the Programme Assistants in no case shall be less than Rs.6000/-(Six thousand). By employees and employer share of contribution toward EPF & ESI and Service Tax (GST) are to be claimed by the service Provider, over & above the Take Home Remuneration. All the cost including THR has been fixed per month Rs.9000/- per PA.
6. The interested Manpower Service Providers may submit the tender document complete in all respect along with Earnest Money Deposit(EMD) of Rs.1,920/- (Rupees One thousand Nine hundred twenty) only and other requisite documents by 22.06.2018 up to 3.00 PM at office of District Social Security Office, Boudh
7. The various crucial dates relating "Tender for providing Manpower Services to the District Boudh"
 - a. Period of issue of Tender Document: 11.06.2018 to 21.06.2018
 - b. Last date and time for submission of : 22.06.2018 up to 3.00 PM in the office of the DSSO ,Boudh
 - c. Date and time for opening of
 - i. Technical Bids 22.06.2018 at 4.00 PM in the office of the Res. Office of the Collector & District Magistrate, Boudh
 - ii. Financial Bids of eligible Bidders
 - d. Likely date for commencement of Deployment of required Manpower 01.04.2018
8. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for providing Manpower service to District Boudh" and "Financial Bid for providing Manpower services to District" Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for providing Manpower Services to District".

9. The Earnest Money Deposit (EMD) of Rs.1,920/- (Rupees One thousand Nine hundred twenty) only (Rupees 0.5% of the contract value 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 DSSO, Boudh failing which the tender shall be rejected summarily.
10. The successful tender will have to deposit a performance security Deposit of Rs.60,000/- (Sixty Thousand) only (One month employee cost including statutory dues) in the form of Bank Guarantee from any Nationalized Bank drawn in favour of DSSO, Boudh covering the period of contract.
11. In case, the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful tenderer.
12. The tendering Manpower service providers are required to enclose photocopies of the following documents(duly attested by Group "A" Gazetted officers of the state Governments/central Government),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. Copy of PAN/ GIR card;
 - c. Copy of the IT return filed for the last three financial years;
 - d. Copies of EPF and ESI certificates
 - e. Copy of the Service Tax registration certificate;
 - f. Certificate extracts of the Bank account containing transactions during last three years
13. The conditional bids shall not be considered and will be out rightly rejected in very first instance
14. 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 cuttings, if any, in the Technical Bid application must be initialled by the person authorized to sign the tender bids.
15. The Technical bids shall be opened on the scheduled date and time at 4.00 P.M on 22.06.2018 , in the Res office of collector, Boudh in the presence of the representatives of the Manpower service providers, if any, who wish to be present, on the spot at that time.
16. The Financial bid of only those tenderers will be opened whose Technical Bids are found in order. The Financial Bids shall be opened at 4.00 PM on dtd.22.06.2018 in the office room of Collector, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
17. The Collector & District Magistrate, Boudh reserves the right to reject all / any bids without assigning any reason.

Place: Boudh
Date: 08.06.2018


District Social Security Officer
District Social Security Officer
Boudh