



ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ବୌଦ୍ଧ  
OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, BOUDH

(Establishment Section)  
Letter No. 7629 /ESTT- XVIII-29/2023, Dated, 16.09.2023

**TENDER CALL NOTICE FOR AWARD OF CONTRACT FOR PROVIDING THE SERVICES OF GROUP-D EMPLOYEES TO WATCH/WARD, HOUSEKEEPING, GARDENING, SECURITY SERVICE AND MANAGING OTHER DUTIES FOR A PERIOD OF TWO YEARS**

Sealed Tenders are invited from reputed Service Providing Agency to provide the services of 16 nos. of Group-D employees in Collectorate, Boudh & sub-ordinate offices like Sub-Collector Office, Boudh & different Tahasils or other offices of Boudh District under the Administrative control of the District Magistrate & Collector, Boudh for a period of 02 (two) year through a viable established Agency on outsourcing basis for day to day official work.

The detailed information for outsourcing of aforesaid services have been specified & given in the document which may be downloaded from the Boudh District website [www.boudh.nic.in](http://www.boudh.nic.in).

The last date and time for submission of Tender document in properly Sealed Cover is Dt. 26/09/2023 by 5.00 PM at District Establishment Section, Collectorate, Boudh, Pin-762014.

  
COLLECTOR, BOUDH

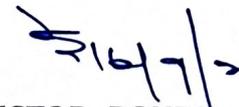
Memo No. 7630 / Dated, 16.09.2023

Copy alongwith Tenders documents are forwarded to the DIO, NIC, Boudh for information & necessary action with a request to web-host the Tender Call Notice in Boudh District website [www.boudh.nic.in](http://www.boudh.nic.in) expeditiously for wide dissemination & public access.

  
COLLECTOR, BOUDH

Memo No. 7631 / Dated, 16.09.2023

Copy alongwith Tenders documents are forwarded to the CDO-Cum-E.O, Zilla Parishad, Boudh / Sub-Collector, Boudh / All BDOS/ All Tahasildars / All CDPOs / All District Level Officers for information with a request to publish the Tender Call Notice in their Office Notice Board at the earliest for wide publicity & accessibility of Tender Call Notice by all & sundry.

  
COLLECTOR, BOUDH



**ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ବୌଦ୍ଧ**  
**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, BOUDH**  
(Establishment Section)

**TENDER CALL NOTICE**

For providing the services of Group-D employees for a period of two years by Service Providing Agency.

- a. Start of issue of Tender Document: 18.09.2023
- b. Last date and time for submission of Tender document: 26.09.2023, 5.00PM
- c. Date and Time for opening of
  - i. Technical Bid : 27.09.2023 11.00 AM
  - ii. Financial Bids of eligible Bidders: 27.09.2023 04.00 AM
- d. Likely date for commencement of deployment of required services: 05.10.2023

## CONTENTS OF TENDER DOCUMENTS

Sl. No.	Description of Contents	Page number
	Scope of work and general instruction for service Bidders	
	Technical Specification for the service provider	
	Tender Application-Technical Bid	
	Tender Application-Financial Bid	
	Terms and Conditions	
	Chronological order for arrangement of documents	



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

1. The Collector, Boudh requires the services of reputed, well established and financially sound Service Providing Agency to provide 16 outsourcing services on contract basis for day to day work of office under the Administrative Control of Collector, Boudh.
2. The contract for providing the aforesaid services is likely to commence from 05.10.2023 and would continue till 04.10.2025. The period of the contract may be further extended for a period of one year beyond 04.10.2025 subject to further period of requirement & only after approval of the Govt.
3. Collector, Boudh has tentative requirement of 16 outsourcing services.
4. The Technical bid is required necessarily accompanied with the **EMD and Tender Paper Cost of the service provider in the form of Demand Draft drawn in favour of Collector Boudh** failing which the tender shall be rejected summarily.
5. The Interested Service Providing Agency may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.15000/- (Which is refundable without interest) and Tender Paper cost of Rs.1000/- (non-refundable) and other requisite documents by 26.09.2023 up to 05.00 PM at District Establishment Section, Collectorate, Boudh, Pin- 762014.
6. The various crucial data relating to "Tender for Service Providing Agency to the Collectorate, Boudh & It's sub-ordinate offices are cited as under:
  - a. Start of issue of Tender Document: 18.09.2023
  - b. Last date and time for submission of Tender Document: 26.09.2023 by 5.00PM
  - c. Date and time for opening-
    - i. Technical Bid 27.09.2023, 11.00 AM
    - ii. Financial Bids of eligible Bidders: 27.09.2023, 04.00 PM
  - d. Probable date for commencement of deployment of required services: 05.10.2023
7. 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/Financial Bid". Both sealed envelopes should be kept in a third sealed envelope super scribing. "Tender for Service Providing Agency to Collectorate, Boudh & its sub-Ordinate Offices".
8. The successful tenderer will have to deposit a Performance Security Deposit of Rs. 30,000/- (Rupees Thirty Thousand only) in the form of Bank Guarantee from any Nationalized Bank drawn in favour of Collector, Boudh 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 successful tenderer.
9. The Tendering Service Providing Agencies are required to enclose 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 further:
  - a. Registration certificate of the applicant or organization;
  - b. Copy of PAN/GIR card;
  - c. Copy of the IT Return filed for the last 03 (three) Financial Years;
  - d. Copy of the GST Registration Certificate;



- e. Certified extracts of the Bank Account containing transactions during last 03 (three) years.
- f. EPF & ESI Registration Certificate.
10. The conditional bids shall not be considered at any cost and will be out rightly rejected in very first instance.
  11. All entries in Tender form should be legible and filled up 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 initialed by the person authorized to sign the tender bids.
  12. The Technical bids shall be opened on the scheduled date and time at 11.00 AM on 27.09.2023 in the Office chamber of Additional District Magistrate, Boudh in the presence of the bidders or the authorized representatives of the Service Providing Agency, if any or in absence of them as a whole.
  13. The Financial Bid of only those tenders will be opened whose Technical bids are found in order. The Financial bids shall open at 04.00 PM on 27.09.2023 in the Office chamber of Additional District Magistrate, Boudh in the presence of the bidders or the authorized representatives of the Service Providing Agency, if any, who wish to be present on the spot at that time or may not.
  14. The Collector, Boudh reserves the right to reject all the bids without assigning any reason thereof.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, located at the bottom left of the page.

## TECHNICAL, REQUIREMENTS FOR THE TENDERING SERVICE PROVIDING AGENCY

- 1) The Tendering Service Providing Agency should fulfill the following technical specification.
  - a) The Registered office or one of the Branch offices of the Service Providing Agency should be located within Odisha.
  - b) They should be registered with the appropriate Registration Authority.
  - c) They should have at least five years' of experience in Service Providing Agency to Government Department, Public Sector Companies/Banks etc;
  - d) They should have their own Bank Account;
  - e) They should be registered with income Tax and GST.
  - f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
  - g) Execution of contracts of similar type during preceding 3 years of value equal or more than 60% of the estimated cost of the present contract.



**ELIGIBILITY FOR OUTSOURCING SERVICES TO BE DEPLOYED BY THE  
SUCCESSFUL SERVICE PROVIDING AGENCY IN THE COLLECTORATE, BOUDH & ITS  
SUB-ORDINATE OFFICES**

**Group-D Employees**

1. He should be above 18 years of age and not exceeding 40 years.
2. Must have passed 10<sup>th</sup> Class.
3. Must not be physically challenged or mentally retarded.

A handwritten signature in black ink, consisting of a stylized 'A' with a long horizontal stroke extending to the left.

**APPLICATION-TECHNICAL BID FOR PROVIDING SERVICES TO COLLECTORATE, BOUDH AND ITS SUB-ORDINATE OFFICES**

1. Name of the Tendering Service Providing Agency: \_\_\_\_\_
2. Details of Tender Paper Cost: DO No. \_\_\_\_\_ Date \_\_\_\_\_  
of Rs. \_\_\_\_\_, drawn on Bank \_\_\_\_\_
3. Details of Earnest Money Deposit: DD No. \_\_\_\_\_ Date \_\_\_\_\_ of  
Rs \_\_\_\_\_ Drawn on Bank \_\_\_\_\_
4. Name of proprietor/Partner/Director: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Full Address of Registered Office: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_  
Mobile/WhatsApp No. \_\_\_\_\_  
Fax No. \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

6. Full address of Operating/Branch Office: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_  
Mobile/ Whatsapp No. \_\_\_\_\_  
Fax No. \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

7. Name and Designation of the authorized Officer/person to liaise with Office:-  
\_\_\_\_\_  
With telephone No. and Mobile No. \_\_\_\_\_

8. Banker of Service Providing Agency: \_\_\_\_\_  
(Attached certified copy of Statement of A/c for the last Three years)  
Telephone Number of Banker \_\_\_\_\_

9. PAN/GIR No. \_\_\_\_\_  
(Attach attested copy)

10. GST Registration No. \_\_\_\_\_  
(Attached attested Copy)

11. EPF Registration No. \_\_\_\_\_  
(Attach attested Copy)

12. E.S.I. Registration No. \_\_\_\_\_  
(Attach attested copy):



13. Financial turnover of the Tendering Service Providing Agency for the last 3 financial years,

Financial Year	Amount (Rs. Lakh)	Remarks, if any
2020-21		
2021-22		
2022-23		

14. Additional information, if any:

(Attach separate sheet if space provided is insufficient)

15. Give details of the major similar contracts handled by the Tendering Service Providing Agency 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 & Fax No.	Service Providing		Nature of Work	Amount of Contract (Rs. in lakh)
		Type of service providing	No.		
1	2	3	4	5	6

N.B. The information at Col. 3 (i.e. type of service providing) should be clearly filled up with the designation i.e. Data Entry Operator, Peon etc.

16. Additional information, if any  
(Attach separate sheet, if required)

Date:

Place:

Signature of authorized person

Name:

Seal:

Tel:

Mob:

## DECLARATION

1. I, \_\_\_\_\_ Son/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:
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 any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards persecution under appropriate law.

Date:

Signature of authorized person

Place:

Name:

Seal:

Tel:

Mob:



**APPLICATION FOR FINANCIAL BID**

**FOR PROVIDING SERVICES OF 16 GROUP-D EMPLOYEES TO COLLECTORATE, BOUDH & IT'S SUBORDINATE OFFICES**

1. Name of Tendering Service Providing Agency :

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2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc.

Sl. No.	Service providing type	Monthly rate per person					
		Take Home remuneration	EPF	ESI	Other Statutory dues, if any	Service charge	Total Per person
1	Group-D Employees To Watch/Ward, Housekeeping, Gardening, Security Service And Managing Other Duties						

- Minimum take Home remuneration per person should be Rs.10, 100/- (excluding employee share of contribution towards EPF and ESI per month for above mentioned posts.

Date:

Place:

Signature of authorized person Full

Name:

Seal:

Notes:

1. The total quoted rates by the Tendering Agency should inclusive of all statutory/ taxation liabilities in force at the time of entering into contract.

2. The payment shall be made on conclusion of calendar month only on the basis of number of working days for which duty has been performed by each Group-D employees.

## TERMS AND CONDITIONS

1. The Agreement shall commence from 05.10.2023 and shall continue till 04.10.2025 unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of services deployed, breach of contract etc. or change in requirement.
2. The Agreement shall automatically expire on 04.10.2025 unless extended further by the mutual consent of the Service Providing Agency and the authority consequent upon due approval of the Govt.
3. The agreement may be extended, on the same terms and conditions or with some addition/ deletion/ modification, for a further specific period mutually agreed upon by the Service Providing Agency and the authority.
4. The Service Providing Agency shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of authority.
5. The Collector, Boudh at present has tentative requirement for engagement of 16 nos. of services of Group-D employees though outsourced.
6. The Service Providing Agency will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such document so furnished by found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The Authority reserves the right to terminate the agreement during initial period also after giving 15 days notice to Service Providing Agency.
8. The Service Providing Agency shall nominate a coordinator who shall be responsible for immediate interaction with the Collector, Boudh so that services of the persons deployed could be availed without any disruption/work dislocation.
9. The entire financial liability in respect of 16 Group-D services deployed in the Collectorate, Boudh & its sub-Ordinate offices shall be that of the Service Providing Agency and the Department concerned shall in no way be liable or responsible. It will be the responsibility of the Service Providing Agency to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the Department.
10. For all intents and purposes, the Service Providing Agency shall be the "Employer" within the meaning of different Rules & Acts in respect of 16 Group-D services so deployed. The persons deployed by the Service Providing Agency shall not have any claim whatsoever like employer and employee relationship against the Department concerned.
11. The Service Providing Agency shall be solely responsible for the redressal of grievances or resolution of disputed relating to persons deployed. The Collector & District Magistrate, Boudh shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are



- not attended to by the Service Providing Agency the deployed person can place their grievance before a Joint Committee consisting of a representative of the Office (Collectorate, Boudh) concerned and an Authorised representative of the Service Providing Agency.
12. The Collector & District Magistrate, Boudh shall not be responsible for any financial loss or any Injury to any person deployed by the Service Providing Agency in the course of their performing the functions/duties or for payment towards any compensation.
  13. The persons deployed by the Service Providing Agency shall not claim nor shall be entitled to receive any pay, perks and other facilities admissible to regular/confirmed employees whatsoever at any time during or after expiry of the Agreement.
  14. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Service Providing Agency shall not be entitled to and shall have no claim for any absorption in regular service or other capacity.
  15. The person deployed shall not claim any benefit or compensation or absorption or regularisation of deployment with Collector & District Magistrate, Boudh or Govt. Department Concerned under the provision of any rules and Acts. Undertaking from each person to be deployed shall be submitted by the Service Providing Agency.
  16. The Service Providing Agency must be registered with the concerned Government Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of all the registration should be submitted. The Service Providing Agency shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
  17. The Service Providing Agency shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Providing Agency. The Service Providing Agency shall be responsible for contributions towards Provident Fund and Employees State Insurance etc. wherever applicable.
  18. The person deployed by the Service Providing Agency should have good antecedent and no criminal case should be pending against them. An under taking to this effect shall be submitted prior to deployment of 16 Group-D service providing.
  19. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Department. The Service Providing Agency shall be responsible for any act of indiscipline on the part of the persons deployed.
  20. The payment will be made to the service providing Agency on monthly basis but not in the name of candidate.
  21. The candidate should have to discharge his duties during working hour. He will attend the office work beyond the office hour & even on Government holidays if required.



## **LEGAL**

22. The persons deployed shall, during the course of their work, maintain privacy 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 power Service Provider as well as the person deployed liable for penal action under the laws besides, action for breach of contract.

23. The Service Providing Agency shall be responsible for compliance of the statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Collectorate, Boudh & It's Sub-Ordinate Offices. The office concerned shall have no liability in regard.

24. The Service Providing Agency shall also be liable for depositing all taxes, Levies, Cess etc. on account of service rendered by it to the Collector, Boudh to the appropriate tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Collector, Boudh for Official Record.

25. The Service Providing Agency shall maintain all statutory Registers under the Law and shall produce the same, on demand, to the authority of the Department or any other authority under Law.

26. The Tax deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and certificate to this effect shall be provided to the Department concerned.

27. In case, the Service Providing Agency fails to comply with any liability under appropriate law, and as a result thereof, the office concerned is put to any loss/ obligation, monetary or otherwise, the Collector & District Magistrate, Boudh will be entitled to get the same reimbursed out of the outstanding bills or the performance Security Deposit of the Service Providing Agency, to the extent of the loss is or obligation in monetary terms.

28. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of appropriate remuneration to the deployed persons and non-payment of statutory dues as per law. The Collector & District Magistrate, Boudh shall have no liability towards non-payment of Remuneration to the persons deployed by the Service Providing Agency as well as outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the deployed offices by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance Security Deposit

## **FINANCIAL**

29. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of Rs.15000/- (Rupees fifteen thousand) refundable without interest and Tender paper cost of Rs. 1000/- (Rupees One thousand only (non-refundable) in the form of Demand Draft drawn in favour of Collector, Boudh failing which the tender shall be rejected out rightly.



30. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second competitive stage) shall be returned to them without any in interest. In case of successful Tenderer if the Agency fails to deploy the required 16 Group-D services against the requirement within 30 days from date of placing the order, the EMD shall stand forfeited automatically without giving any further notice.

31. The successful Tenderer will have to deposit a performance security Deposit of Rs.30000/- (Rupees Thirty thousand only) in the form of Bank Guarantee from any Nationalized Bank drawn in favour of the Authority 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 successful Tenderer. The amount of performance security deposit is to be determined by the Authority taking into account the contractual obligation of the Service Providing Agency.

32. In case of breach of any terms and conditions attached this agreement; the Performance Security Deposit of the Service Providing Agency shall be liable to be forfeited besides annulment of the Agreement.

33. The Service Providing Agency shall raise the bill in triplicate, along with attendance sheet duly verified by the appropriate authority of in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.

34. The claims in bills regarding Employees State Insurance, Provident Fund and GST etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill each month. Otherwise requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the office concerned.

35. The amount of penalty calculated @ RS. 100 per day on account of delay, if any providing a suitable substitute for the period beyond three working days by the Service Providing Agency shall be deducted from its monthly bill in the succeeding month for which sole responsibility lies with the Service Providing Agency.

36. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above showing reason thereto, so as to overcome the problem encountered at a later stage.

37. In the event of any dispute arises in respect of the clauses of the Agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher authority or controlling officer for final decision and the same shall be binding on all parties.

38. Any Legal dispute arising out of this Agreement is subject to Boudh Headquarters jurisdiction only.

39. The successful bidder will enter into an Agreement with the Collector, Boudh for supply of suitable and qualified services as per requirement on the above terms and conditions.



**DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID**

1. Application-Technical Bid
2. Self attested copy of Registration of Agency;
3. Certified copy the Statement of Bank Account of Agency for the last three years:
4. Self Attested copy of PAN/GIR card:
5. Self Attested copy of latest IT Returns filed by Agency:
6. Self Attested copy of GST Registration Certificate;
7. Self Attested copy of the P.F. Registration Letter/ Certificate;
8. Self Attested copy of E.S.I. Registration Letter/Certificate;
9. Self Certified documents in support of Financial Turnover of the Agency
10. Self Certified documents in support of entries in Technical Bid Application;
11. Self Copy of terms and conditions in Tender Document with each page duly signed and sealed by the Authorized signatory of the Agency in token of their acceptance.



**DOCUMENTS TO BE PROVIDED BY THE SUCCESSFUL AGENCY BEFORE  
DEPLOYMENT OF 16 GROUP-D SERVICES**

1. List of 16 Group-D services short listed by Agency for deployment on Outsourcing to Provide Services in Collectorate, Boudh & its sub-Ordinate Offices, containing full details i.e. Date of Birth, Marital Status, Address, Educational Qualification etc.
2. Bio-Data of all persons.
3. Undertakings of each person to be deployed regarding no future claim for any benefit, absorption, regularization of Outsourcing Services in lieu of their deployment at Collectorate, Boudh & it's sub-Ordinate Offices like Sub-Collector their Office, Boudh, different Tahasils or other offices under Boudh District Revenue Establishment by the \_\_\_\_\_ (Name of the Service Providing Agency).
4. Any other document considered relevant.
5. Undertaking from each person to be deployed, regarding good police record and no criminal case is pending against them (point No. 18 of General Terms and Conditions.)
6. Security deposit as per Point No. 27 of Terms and Conditions (Financial)
7. Performance security deposit as per point No. 29 of Terms and Conditions (Financial)

