

Government of Odisha,
Housing & Urban Development Department
(Valuation Organisation)

-:O:-

No. 34 /VO. Dt. The 30th January, 2018

SEALED TENDER NOTICE

Sealed tenders are invited from registered manpower agencies/service providers to provide the services of Junior Engineer, Revenue Supervisor, Amin, Chainman, Co-ordinator, MIS Data entry operator for a period of one year and likely to be extended in future.

The detailed information for outsourcing the services of aforesaid services is given in the Tender Document which may be downloaded from the website www.sudaodisha.org. The bidder who has downloaded the Tender paper shall attach the D.D. of .Rs.2,500/- (Rupees Two Thousand Five Hundred) only as tender paper cost which is non refundable. The last date and time for submission of tender document is 15.02.2018 by 4 p.m.

S.P Panda
Valuation Officer.

Memo No. 35 (4) /VO. Dt. The 30th January, 2018.

Copy to office of Municipal Commissioner BMC/SUB- Collector/Tahasildar, Bhubaneswar & Block Development Officer, Bhubaneswar with a request to display in their Notice Board.


Valuation Officer.

Memo No. _____ /VO Dt. The _____ th January, 2018.

Copy to SUDA Notice Board and website.


Valuation Officer.

Memo No. _____ /VO Dt. The _____ th January, 2018.

Copy to Under Secretary to Govt. H & U.D. Deptt./PMU Cell H & U.D. Deptt. With a request for uploading in the H & U.D. Deptt. Website.


Valuation Officer.

BIDDER'S COVERAGE LETTER

To

The Valuation Officer,
Valuation Organisation,
Housing & Urban Development Department.

Dear Sir,

Subject:- Authorisation for attending bid opening on _____ (date) in the Tender for

Manpower Services for the Valuation Organisation (tender No. _____). Following persons are hereby authorised to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Order of preference Name Specimen Signature

1.

2.

Or

Officer authorised to sign the bid documents on behalf of the bidder.

Note

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened, may be refused in case authorisation as prescribed above is not produced.

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS.

1. The Valuation Organisation requires the services of registered and financially sound Manpower Services providers to provide services as Junior Engineer, Revenue Supervisor, Amin, Chainman, Co-ordinator, M.I.S. and Data Entry Operator on contract basis for day to day work of office and field.
2. The tendering Manpower Service providers are required to enclose photocopies of the following documents along with the Technical Bid, failing their bids shall be summarily/out rightly rejected and will not be considered any further.
 - a) Registration certificate of the applicant organisation.
 - b) Copy of PAN/GIR Card.
 - c) Copy of the IT Return filed for at least one financial years.
 - d) Copies of EPF and EST certificates or Applied for,
 - e) Copy of the Service Tax registration certificate;
3. **Date and time for submission of Tender documents** : 31st January 2018 to 15th February 2018 during **Working Hours** on working days and 15th February 2018 up to 4.00 p.m. (Tender Documents may be submitted by Registered Post/Speed Post/ so as to reach the Office of the Valuation Officer, Valuation Organisation as per the above date and time.
4. The Tender papers shall be opened on the scheduled date and time i.e. at 11.00 A.M. on 16th February 2018 in the office of the Valuation Organisation in the presence of the representatives of the Manpower Service Providers , if any, who wish to be present on the spot at that time.
5. The Financial Bid of only those tenders will be opened whose Technical Bids are found in order. The Financial Bid shall be opened on the scheduled date on 16th February 2018 in the office of the Valuation Organisation in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
6. The competent Authority i.e. the Valuation Officer, Valuation Organisation reserves the right to accept or reject any or all bids without assigning any reason.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

The tendering manpower service provider should fulfil the following technical specifications:

- a) The registered office or one of the branch office of the manpower service provider should be located within Bhubaneswar , In case the man power service provider has no registered office/branch office within Bhubaneswar, then the Man power Service Provider should provide the name, designation, address and contact number of the person to liaison with this office.
- b) They should be registered with the appropriate registration authority.
- c) They should have at least Three years of existence and providing manpower to Government Departments, Institutes, public sector companies/Banks, etc.; with proof.
- d) They should have their own Bank Account in name of the Organisation/Company/Firm.
- e) They should be registered with Income Tax and Service Tax Departments.
- f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or Must provided Document of processing the same.
- g) They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.
- h) They should be agreed to deposit 5% of contract value in shape of D.D within 7 days if selected after evaluation of technical & financial bid.

APPLICATION TECHNICAL BID FOR PROVIDING MANPOWER SERVICES TO

1. Name of Tendering Manpower Service Provider _____
2. Details of Earnest Money Deposit : DD No. _____ date _____ of Rs. _____
Drawn on Bank _____
3. Name of proprietor/Partner/Director: _____
4. Full Address of Registered Office: _____
_____ Telephone No. _____ Fax No. _____
E-mail address _____
5. Full Address of Operating Office/Branch Telephone No. _____ Fax
No. _____
E-Mail Address _____
6. Name Designation, address and Telephone No. Of authorized officer/person to liaise with
this office.
7. Banker of the Manpower Service Provider _____ (Attach certified copy
of statement of A/C for the last one year). _____
Telephone No. Of Banker _____
8. PAN/GIR No. (Attach attested copy) : _____
9. Service Tax Registration No. _____
10. E.P.F. Registration /Application No. _____ (Attach attested copy)
11. E.S.I. Registration No. _____ (Attach attested copy)
12. Give details of the major similar contracts 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: Sr. No. Name of client, address, telephone and Fax no.
Manpower services provided Amount of contract (Rs.Lacs) Duration of contract Type of
manpower provided No. From To
13. Additional information, if any (Attach separate sheet, if required)

Signature of Manpower Service Provider/ authorized person

Date:

Name:

Place:

seal

DECLARATION

1. I _____ Son/Daughter/Wife of Sri _____
Proprietor/Director/authorized signatory of the Service Provider mentioned above, am
competent to sign this declaration and execute the 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 prosecution under appropriate law.

Signature of Manpower Service Provider / authorised person

Name :

Date:

Place:

Seal

APPLICATION FINANCIAL BID 'FOR PROVIDING MANPOWER SERVICES TO *****

1. Name of tendering Manpower Service Provider :
2. Rate of person per month inclusive of all statutory liabilities ,Taxes, levies, cess etc:

Sl. No. Manpower Type Rate of remuneration per person *Remuneration per month per person EPF in % ESI in % Other Statutory Dues if any in % Service charge in % Service tax in %.

- 1) Junior Engineer
- 2) Revenue Supervisor
- 3) Amin
- 4) Chainman
- 5) Co-ordinator
- 6) M.I.S.
- 7) Data Entry Operator.

- Minimum remuneration per month per person should not be less than the wage prescribed by Government of Odisha.

Provide your financial quotation in the below format.

Sl.No.	Position	No of persons	Cost for component	Total for 12 months
1.	Junior Engineer	03		
2.	Revenue Supervisor	02		
3.	Amin	04		
4.	Chainman	12		
5.	Co-ordinator	02		
6.	M.I.S	01		
7.	Data Entry Operator	02		
	Totoal			
	Service Charges @...			
	Provident Fund (PF)			
	ESI			
Total	(Salary +PF+ESI)			
	Service charges			
	Grand Total			

Signature of Manpower Service Provider / authorised person

Name:

Seal : Date:

Place:

Notes: 1. The payment shall be made on conclusion of the Calendar month only on the basis of working days for which duty has been performed by each manpower.