


ROGI KALYANA SAMITI SUB-DIVISIONAL HOSPITAL, RAIRANGPUR,
MAYURBHANJ

NO- 42

DATE- 18/06/2018

Tender Call Notice

Rogi Kalyana Samiti of Sub-Divisional Hospital, Rairangpur, Mayurbhanj invites sealed **Quotation for Security Service on outsource basis** from interested private parties/Organization/companies / Agencies/individual having past experience in the related sector through registered/speed post. The Pre-bid tender committee meeting to be held on dt. 25/06/2018 at 11.AM & The **EMD deposit Rs. 10,000/- (Ten thousand only) Security Service in favour of Rogi Kalyana Samittee Rairangpur,Mayurbhanj.** The details specification along with tender paper will be available at **www.mayurbhanj.nic.in.** The last date of submission of tender paper will be on date-**29/06/2018 at 1 P.M.** Authority reserves the right to cancel or reject the part or entire tender process without assigning any reasons thereof.


Superintendent –Cum- Member Secretary
R.K.S., SDH,Rairangpur,Mayurbhanj





TENDER DOCUMENT

Tender Paper for Outsourcing of Security Service

SUB-DIVISIONAL HOSPITAL, RAIRANGPUR
OFFICE OF THE SDMO, RAIRANGPUR, MAYURBHANJ
SDH, RAIRANGPUR, ODISHA
Tel: (06794)-222002
E-mail: sdmorrrp@gmail.com

Price: Rs.2000.00
(THOSE WHO DOWNLOAD THE TENDER DOCUMENT FROM
WEBSITE WWW.MAYURBHANJ.NIC.IN SHOULD ENCLOSE A DD FOR
RS. 2000.00 TOWARDS COST OF TENDER PAPER)

LAST DATE FOR SUBMISSION OF TENDER IS 29-06-2018 BY 01 PM
DATE FOR OPENING OF THE BID: 29-06-2018 AT 4 P.M

THROUGH SPEED/REGD POST ONLY.



CONTENTS OF TENDER DOCUMENT

For outsourcing of SKILLED, UN-SKILLED and SEMI-SKILLED MANPOWER for SDH, Rairangpur
Dist.- Mayurbahnj

S. No.	Description	Page No.
1.	Notice Inviting Tender	1
2.	Eligibility Criteria	2-3
3.	Terms and Conditions	4-7
4.	Payment & Price & Termination and Suspension	8
5.	Technical Bid	9
6.	Rate Scheduled	10

Note :

Tenderer should confirm that they have received all the above documents. The site of work can be seen personally. Demand Draft for ₹ 10,000/- (Rupees Ten Thousand Only) towards earnest money deposit (EMD) may please be attached.

DD No. _____ dated _____ for Rs. _____

(Signature of the officer issuing tender)

Tender issued to:

M/s.....
.....
.....



Office of the Sub-Divisional Medical Officer, Rairangpur, Mayurbhanj
SDH, Rairangpur, Dist.- Mayurbhanj-757043

Advt. No. :42 dt.18/06/2018
NOTICE INVITING TENDER

FOR SECURITY OUTSOURCING OF SKILLED , UNSKILLED & SEMI-SKILLED MANPOWER

Sealed Tenders are invited under Two Bid system (Part- I: Technical Bid and Part –II : Price Bid) for outsourcing of SKILLED, UNSKILLED & SEMI-SKILLED manpower from contractors with annual turnover of Rs. 30 Lakh or more for last three years, holding valid license under Contract Labour (Regulation & Abolition) Act, 1970, registered with EPFO, ESIC, having Service Tax registration.

The estimated annual cost of the work is Rs. 15 Lakhs. The contractor must have successfully executed/completed similar works for supply of Skilled, Unskilled workers in Govt./Semi Govt./Autonomous Bodies/CSIR or its Laboratories/Institutes during the last five years. Successfully executed/completed similar works means three, two or one similar works each amounting to at least 40%, 50% or 80% respectively of the estimated cost.

Detailed tender documents can be obtained against a written request quoting Advt. No. accompanied by a demand draft for Rs. 2000.00 from any scheduled bank drawn in favour of Under Rogi Kalyan Samiti, Rairangpur.

- i) **Tender documents** : 18.06.2018 to 29.06.2018
(from website WWW.mayurbhanj.nic.in)
- ii) **Cost of Tender document** : Rs. 2000.00
- iii) **Last date and time for submission of Tender** : 29.06.2018 (up to 1 PM.)
- iv) **Date & Time of Tender Opening** : 29.06.2018. (4 PM)
- v) **Earnest Money Deposit (EMD)** to be submitted along with the Technical Bid: Rs. 10,000/- (Rupees Ten Thousand Only)& Processing Fee amounting Rs. 500/- (Five Hundred only) need to be deposited in shape of Demand draft from any nationalize bank in favour of RKS, SDH, Rairangpur , Payble at Rairangpur. The Processing fee is not refundable and the EMD is refundable except the Successful bidder.

Offer by Fax/E-mail will be summarily ignored.

This advertisement and detailed tender documents are also available on NIC website: www.Mayurbhanj.nic.in. If the tender document is downloaded from the website, please enclose the cost of the tender document in the form of a Demand Draft.

The committee reserves the right to accept/reject any or all the tenders without assigning any reason.



ELIGIBILITY CRITERIA

1. Human Resource Development Group (Council of Scientific and Industrial Research) invites tenders from reputed licensed contractor under the provisions of Contract Labour (Regulation & Abolition) Act, 1970 for outsourcing of **SKILLED, UN-SKILLED & SEMI-SKILLED** manpower located at SDH, Rairangpur, Mayurbhanj on contract basis. For skilled workers- knowledge of computer operation is necessary.
2. The contract will be initially for a period of one year which may be extended further with mutual consent.
3. **Contractor/Agency may submit their tenders with following details in Part- I (Technical Bid):-**
 - i) Attested registration certificate of agency issued by the appropriate authority.
 - ii) Attested copy of valid labour license from the Regional Labour commissioner for specific number required for the contract under contract Labour (Regulation & Abolition) Act, 1970.
 - iii) Attested copy of valid GSTN . Registration Certificate
 - iv) Attested copy of registration under EPFO.
 - v) Attested copy of registration under ESI.
 - vi) Status: whether Proprietor/Firm/Company.
 - vii) The contractor must have successfully executed/completed similar works for supply of skilled, unskilled workers in Govt./Semi Govt./Autonomous Bodies/CSIR or its Laboratories/ Institute during the last five years. Successfully executed/completed similar works means three, two or one similar works each amounting to at least 40%, 50% or 80% respectively of the estimated cost.
 - viii) Annual Turn Over of the contractor of Rs. 30 Lakh or more for the last three years, Which need to be certified by the chartered accountant
 - ix) List of Clients.
 - x) Customer's satisfaction proof.
 - xi) Copy of PAN Card & ITR for the last three years.
 - xii) An undertaking that the agency has not been blacklisted by any Government Department /Autonomous bodies, CSIR or any of its laboratories as on the date of submission of the bid.



PROCEDURE OF SUBMISSION OF TENDER DOCUMENTS

1. Tender document is to be submitted in two parts comprising **Part-I: Technical Bid & Part-II: Price Bid. The Part-I (Technical Bid)** should contain the demand draft for EMD, processing fees cost of tender documents in shape of demand draft as outlined in notice tender along with other relevant documents as mentioned above. **The Part-II (Price Bid)** should contain the price offered in prescribe format. Both the parts should be properly marked and enclosed in separate sealed envelopes for their proper identification. The envelope superscribed **TECHNICAL BID and PRICE BID** should again be sealed in a third bigger envelope superscribing the tender No. and **"Tender for Security Outsourcing of Manpower"**. **The Part-I (Technical Bid)** will be opened in presence of the tenderers or their authorized representatives on the date of tender opening and the Part-II (Price Bid) after evaluations of Part-I. **The Part-II** of only those tenders shall be opened who are found technically competent to carry out the work.
2. Tenders received after due date/time and without EMD, cost of tender documents & Processing fees shall be rejected.
3. The Superintendent, Rairangpur, Mayurbhanj reserves the right to accept or reject any or all the offers without assigning any reason.
4. Canvassing in any form is prohibited and the tenders submitted by the contractor who resort to canvassing is liable for rejection
5. The tenderer shall not be permitted to tender for works in The Superintendent, Rairangpur, Mayurbhanj. if his relative is posted in the grade of Controller of Exam. / Deputy Secretary/Under Secretary/SO or Junior Engineer. He shall also intimate the name of the person(s) who are working with him in any capacity and are relatives as mentioned above.
6. Note : A person shall be deemed to be relative of another if, and only if, (a) they are members of a Hindu undivided family, or (b) they are husband and wife, or (c) the one is related to the other in the following manner : father, mother (including step mother), son (including step son), son's wife, daughter
7. The tenderer shall quote rates both in figures and words. He shall also work out the amount for each item of work and write in both figures and words. On checking if there are difference between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed :
 - a. When there is difference between the rates in figures and in words, the rates, which correspond to the amount worked out by the tenderer, shall be taken as correct.
 - b. When the amount of an item is not worked out by the tenderer or it does not correspond with the rate written either in figure or in words the rate quoted by the tenderer in words shall be taken as correct.
 - c. When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.
8. The Tender should quote the rates after assessing the work requirement.
9. Earnest Money will be forfeited if the contractor fails to commence the work as per the award letter for the work.
10. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate, should mention it separately in the covering letter submitted along with the tender.



PERIOD OF ENGAGEMENT:-

The engagement shall be for a period of one year from the date of actual operation (beginning of service) or signing of contract which ever is later. The contract may be extended further if required in existing terms and conditions with consent of both the parties. The agency shall sign the contract document and start providing services within 21 days of issue of letter of award/intimation.

SCOPE OF WORK:

Tender for Skilled, Un-skilled & Semi-skilled manpower are invited from contractors holding valid license under Contract Labour (Regulation & Abolition) Act, 1970, registered with EPF, ESIC authorities, having Service Tax registration and successfully carried out at least three similar works for supply of manpower of 50 or more persons under a single contract during the last 5 years in Govt./Semi-Govt./Central Autonomous bodies and /or for CSIR or its Laboratories/Institutes on contract basis.

TERMS AND CONDITIONS:

- 1. Period of Contract:** The contract will be initially for a period of one year which may be extended further with mutual consent.
- 2. Earnest Money Deposit (EMD) :** The EMD of Rs. 10,000/- in the form of Demand Draft from any scheduled bank drawn in favour of **Rogi Kalyan Samiti, Rairangpur**, must accompany **Part-I (Technical Bid)**. The EMD shall be refunded to unsuccessful tenderer, after finalization of the tender. The EMD shall be forfeited if any tenderer withdraws his offer before finalization of the tender or fails to submit the acceptance within 15 days from the date of award of contract.
- 3. Bank Guarantee:** A bank guarantee of 10% of the total order value should be furnished by the successful bidder from any scheduled bank. The bank Guarantee shall be kept with Superintendent, Rairangpur, Mayurbhanj for a period of One year and shall be released after the successful completion of the contract.
- 4.** Tender along with detailed terms and conditions can be obtained by the contractors fulfilling the above mentioned conditions on payment of Rs. 1000/- (non refundable/non-transferable) in the form of demand draft drawn in favour of **Rogi Kalyan samiti, Rairangpur** on all working days .
- 5.** Contractor may submit their tender in sealed cover super scribed with "**Tender for Security outsourcing of Manpower**" addressed to the Office of the Superintendent Rairangpur, Mayurbhanj SDH, Rairangpur, pin-757043 along with EMD of Rs. 10,000/- (Rs. TenThousand Only) in the form of Demand Draft drawn in favour of **Rogi Kalyan Samiti, Rairangpur, Mayurbhanj** which shall be



opened on the same day at 4 pm. in the presence of the contractor or their authorized representative, if any.

6. The detail tender documents term & condition can be downloaded from website (www.mayurbhanj.nic.in) shall be considered valid only when accompanied by a demand draft for cost of tender document, processing fees and EMD as outlined in notice inviting tender.
7. The number of skilled, un-skilled, & semi-skilled manpower will be purely need based. Therefore, the number of Contractor's workers may increase or decrease as per requirement. The Superintendent, Rairangpur Mayurbhanj will be under no obligation to engage any specific number of contractor's worker during the period of contract.
8. The Superintendent Rairangpur,Mayurbhanj reserves the right to cancel the tender without assigning any reason at any stage of the tender process.
9. The Superintendent Rairangpur,Mayurbhanj reserves the right to alter/ modify any or all conditions of this tender notice.
10. The person engaged by the agency should not have any adverse police records/Criminal cases pending against them the agency should make adequate enquires about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel engaged by the agency must have been verified by the service provider before their deployment after investigation by the local police, collecting proofs and identity like driving license, bank account details, previous work experience, proof residence and recent photograph and a certification to this effect submitted to the society. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of intimation from the authority/ Superintendent.
11. The service provider shall provide necessary persons as and when required by the concerned RKS time to time .the said persons engaged by the service provider shall be employee of the service provider and it shall be the duty of the service provider to pay their salary every month. there is no employee and employer relationship between the employees of the service provider and this society and further that said the person of the service provider shall not claim any absorption /regularization of service
12. The service provider's person shall not claim any benefit /compensation /absorption /regularization of services in concerned RKS under the provision of industrial disputes Act, 1947 contract labor (Regulation & abolition)Act, 1970. Undertaking from the persons to this effect shall be required to be required to be submitted by the service provider to the concerned RKS.



13. The service provider's personnel shall not divulge or disclose to any person, any details of office operational process, technical know-how, security arrangements, administrative/organizational matters as all are confidential/secret nature
14. The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of the society. The service provider shall be responsible for any Act of indiscipline on the part of the persons deployed by him.
15. That the persons deputed shall not be below the age of 18 years and shall not interfere with the duties of the society.
16. The society may require service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or, for his / her / their misconduct and the service provider shall forthwith comply with such requirements. The service provider shall replace immediately any of its personnel, if they unacceptable to the society because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
17. The service provider has to provide uniform dresses, badges, shoes, batons, and Name plate and photo identity cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed and their loss reported immediately.
18. The service provider shall ensure proper conduct of his person in office premises and enforce prohibition of consumption of alcoholic drinks, beetle, smoking, loitering without work.
19. The transportation, food, medical and other statutory requirements in respects of each personnel of the service provider shall be the responsibility of the service provider.
20. Working hour would be normally 8 to 12 hours per day during working days. How eve, in exigencies or work, they may be required to sit beyond the stipulated time and the personnel may be called on Sundays and other gazette holidays also.
21. That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including minimum wages act, employees provident fund, ESI Act, etc. and the society shall not incur any liability for any expenditure whatsoever on the person employed by the agency on an account of any obligation.
22. The service provider will submit the bill in triplicate in respect of a particular month in the first week of the next month. The payment will be released by the second week of the following month after deduction of taxes deductible at source under the laws in force.



23. However, the payments will be subject to submission of challan of various statutory dues like CPA, ESI, ST, etc. dues of the personal with regards to the preceding month of e.g. while submitting the bill for May-2018, the service provider must submit the challan for April- 18.
24. No wages / remuneration will be paid to any staff for the absence from duty.
25. The service provider shall provide a substitute well in advance if there is 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 provider.
26. The service provider shall be contactable at all time and message sent by Phone / e-mail / Special Messenger from the concerned RKS to the service provider shall be acknowledged immediately on receipt of the same day. The service provider shall strictly observe the instruction issued by the society in fulfillment of the contract from time to time.
27. The society shall not be liable for any loss, theft, burglary or robbery of any personal belongings, equipments of vehicles of the personnel of the service provider.
28. That the agency on its part and through its own resources shall ensure that the goods, materials and equipments, etc. of the society are not damaged on the process of carrying out the service undertaken by it and shall be responsible for such acts of commission and omission on the part of the employees / agent of the agency, then the agency shall be liable to reimburse to the society for the same. The agency shall keep the society fully indemnified against any such loss or damage.
29. The society will maintain and attendance register in respect of the staff deployed by the agency on the basis of which wages / remuneration will be decided in respect of the staff at the approved rates.
30. The successful bidder will enter in to a agreement with the concerned RKS for supply of suitable manpower as per requirement of the concerned RKS on these terms and conditions. The agreement will valid for a period of one year initially extendable for a further period up to one year subject to the concurrence of both the 1st and 2nd parties.
31. The rate of payment will be as per the prevailing rate notified by the Government in Labour & Employment Department for the labours.
32. The service provider shall not assign, transfer or sub-contract the performance of service without the prior written consent of this office.
33. However, the agreement can be terminated by either party by giving one month notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month wages etc. and any amount due to the agency from the society shall be forfeited by the society.
34. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
35. Any legal dispute arising out of this is subject to Rairangpur jurisdiction only.



1. Payment & price validity

- a) The agency shall be paid on monthly basis as per the contracted rate .
- b) while the bill for 1st month shall be paid after submission of bill for the month ,payment from the 2nd month onwards shall be made subject to production of documentary evidence of having made all statutory payments such as PF,ESI etc.for the previous month and quittance of payment of salary of engaged staff.
- c) The price as quoted by the Agency (as part2) shall remain unchanged during the contract period d) GST shall be paid at the applicable rate .
- d) Payment will be made on monthly basis subject to availability of fund time to time .
- e) f) Any delay of payment due to any reason by the authority, the agency will pay the salary to engaged staffs as per work certificate of hospital administrative and claim will be paid after wards.

2. Termination/suspension of Agreement

- a) The contract can be terminated at any time prior to its completion by either party with 60 days of notice period .
- b) The Hospital authority may suspend, by a notice in writing the agreement if the service provider fails to perform any of his obligations including carrying out the services ,provided that such notice of suspension;
 - (i) Shall specify the nature of failure, and
 - (ii) Shall request remedy of such failure within a period not exceeding 15 days after the receipt of such notice .
- c) The Hospital after giving 30 days clear notice in writing expressing the intension of termination by stating the ground /grounds on the happening of any of the events (i) to (iv) below, may terminate the agreement after giving reasonable opportunity of being heard to the service provider .
 - (i) If the service provider do not take remedial measures in case of failure in the performance of his obligations within 15 days of receipt of notice or within such further period as the management have subsequently approved in writing .
 - (ii) If the service provider becomes insolvent or bankrupt .
 - (iii) If ,as a rustle of force majeure, the service provider is unable to perform a material portion of the services in a period of not less than 60 days; or
 - (iv) If in the judgment of the management of Hospital ,the service provider is engaged in corrupt or fraudulent practices in competing for or in implementation of the project.



TENDER FORM PART – 1 (Technical Bid)

1	Name of the Firm / Agency	
2	Address of the Firm / Agency	
3	Name of Authorized Signatory (in block letters)	
4	Specimen Signature of Authorized Signatory	
5	Telephone Number of Authorized Signatory Firm / Agency	
6	Registration No.	
7	GSTN Registration NO.	
8	PAN NO.	
9	P.F. Registration No.	
10	E.S.I Registration No.	
11	Major Client of the Firm / Agency (Give contact details of the agency)	
12	Financial position and operational results for last 3 financial years (2015-16, 2016-17 & 2017-18).	
13	Draft Number and date of the EMD of Rs. 10,000/- submitted by the Firm / Agency (Yes/No)	
14	Whether the organization have submit the affidavit with following clause: 1. It has not been blacklisted by any government organization. 2. The organization does not have any legal suit / criminal case pending against it for violation of PF/ESI/MW Act or any other law. 3. That the organization agrees to abide by all teams & conditions of tender. 4. The organization will quote price inclusive all taxes.	
15	Whether the organization have quoted as per minimum wages act (Yes/No)	
17	Whether all documents submitted signed by the authorized signatory of the Firm/Agency(Yes/No)	

DECLARATION

I/We hereby certify that the terms & conditions, specification, etc. given with the tender notice have been read carefully and acceptable to me /us and that the information furnished above is full and correct to the best of my / our knowledge. I/We understand that in case of any deviation in the above statement at any state, the firm/Agency will be blacklisted and will not have any dealing with this office in future.

Place:

Date:

(Signature and sea of the authorized signatory)



Office of the SUPERINTENDENT
{SDH, Rairangpur, Mayurbhanj}
RATE SCHEDULE
(to be submitted in Part-II (Price-Bid))

S. No.	Item Description	Minimum wage (per worker) per day / per month		
		Skilled	Un-skilled	Semi-skilled
1.	Minimum wage			
2.	EPF (13.15%)			
3.	ESI (4.75%)			
	Total			
4.	GST (.....%)			
5.	Service Charge			
6.	Any other duties/tax etc.			
	Total (In figure)			
	Total (in words)			

Place:

Date:

(Signature and seal of the authorized signatory)

N.B-The rates should be quoted in Indian rupees. Price to be quoted both in figures and in words. In case of discrepancy in the two, price quoted in words will be taken as valid.



Name & Address of the Bidder:				
Manpower(For official use only)				
Sl No	Criteria	Maximum Marks	Marks Obtained	Remarks
1	a) Registered Company: 5 Marks b) Society / Partnership Firm/Others : 3 Marks	5		
2	Years of Business Experience : a) Between 3 to 5 years : 5 Marks b) Above 5 years : 7 Marks c) Above 7 years : 10 Marks (To be calculated from date of incorporation / registration)	10		
3	No. of field Staff employed: a) Between 1.5 to 2 times :5 Marks b) Above 2 times :7 Marks c) Above 3 times : 10 Marks (Employed not less thanlevel staff (1.5 times of the required manpower in this bidding process) i.e. Staff directly engaged at the Clients locations (either single location or multiple locations) for rendering Manpower Services (non-administrative). (EPF and ESI returns to be furnished as supporting evidence in any of the three preceding months from the month when the proposal was submitted)	10		
4	Market Presence / Clientele (Provided Manpower Services to Govt./ Semi-Govt./ public Sector Clients): a) 1 to 2 nos : 2 Marks b) 3 to 5 nos : 4 Marks c) More than 5 nos : 5 Marks Provided similar services (Providing Manpower Services in Health Facilities) during the last 3 F .Y. s(Self Attested copies of Agreement/ Work orders are to be furnished along with the technical proposal).	5		



5	Past Work Done (Last three years i.e. 2015-16, 2016-17 & 2017-2018): a) Above Rs. 8,00,000/- (equal to the estimated cost) : 4 Marks b) Above Rs. 16,00,000/- (2 times of the estimated cost) : 7 Marks c) Above Rs.24,00,000/-(3 times of the estimated cost) : 10 Marks	10		
6	Average Annual Turnover (Last three years i.e. 2014-15,2015-16,2016-17): a) Above Rs. 8,00,000/-(equal to the estimated cost): 4 Marks b) Above Rs. 16,00,000/- (2 times of the estimated cost) : 7 marks c) Above Rs. 24,00,000/- (3times of the estimated cost): 10 Marks	10		
Total		50		

