TENDER FOR PROVIDING NON-CONSULTANCY SERVICES (NINE NUMBERS OF SWEEPERS) AT BOARD OF REVENUE, ODISHA, CUTTACK

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BOARD OF REVENUE : ODISHA : CUTTACK.

No.IV-E-09/2024(Pt.) 3622 /Estt., dated 11/9/24

TENDER NOTICE

Board of Revenue, Odisha, Cuttack hereby invites Sealed Tenders from reputed Registered Service Provider Agencies having registered office located within State of Odisha and possessing valid license, statutory clearance, service tax registration, EPF Registration and PAN No., for providing Non-consultancy services (**Nine numbers of Sweepers)** in Office of the Board of Revenue, Odisha, Cuttack on outsourcing basis for a period of one year from the date of coming into force of the contract as would be indicated therein. The contract for supply of 09(nine) numbers of Sweepers (on outsourcing basis) and the mode, manner and nature of duties shall be as per the details provided in the Tender Document. The intending Service Providers should furnish the Tender as per guidelines issued vide Finance Department Letter No.37323/F dated 30.11.2018 and G.A Department Resolution No.7982/GAD dated 07.03.2024.

The estimated cost of the tender is of Rs. 15,00,000/- (Fifteen lakh) only per annum excluding applicable taxes, statutory dues and negotiated service charges.

Last date of submission of Tender:- 26.09.2024 by 5.00 P.M.

Opening of the Tender :-

The Technical and Financial bid will be opened in 5th Floor Conference Hall of Board of Revenue, Odisha, Cuttack in presence of the Selection Committee and the authorized representatives of the Manpower Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids, as per the following time table.

Opening of Technical Bid and Financial Bid – 27.09.2024 at 11.30 A.M.

Incomplete and conditional Tender shall be summarily rejected. The Board of Revenue, Odisha, Cuttack reserves the right to reject any or all the Tenders, without assigning any reason thereof. The bidders should have at least five years experience in providing Non-consultancy services (Sweepers) to Central Govt./ State Govt.etc. The

authority reserves the right to relax any of the provisions of the Tender Document in case of exigency.

The Tender Documents of the bidders having criminal antecedents/ previous unsatisfactory service reports/ previously black listed, shall be summarily rejected.

By orders of Secretary,
Board of Revenue, Odisha, Cuttack

11/09/24
Special Secretary (Establishment)

Memo No. 3623 /Estt. dated 11/9/24

Copy forwarded to the Technical Director, NIC, Board of Revenue, Odisha, Cuttack for information and necessary action.

She is requested to upload the Tender Notice through Board's website for wide publicity.

11/09/24
Special Secretary (Establishment)

Board of Revenue, Odisha, Cuttack

TENDER DOCUMENT

Different important dates of the Tender for opening of Bids to provide Non-Consultancy Services (Sweepers) to the Board of Revenue, Odisha, Cuttack by Service Provider Agency

(a)	Period of issue of Tender Document	11.09.2024
(b)	Last Date and time for submission of Tender Document	26.09.2024 by 5.00 P.M.
(c)	Date and time for opening of Technical Bids and Financial Bids	27.09.2024 at 11.30 A.M.
(d)	Likely date for commencement of deployment of Required Manpower service	01.10.2024

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Board of Revenue, Odisha, Cuttack requires the services of reputed, well established and financially sound Service Providers to provide Non-consultancy services (Sweepers) on outsourcing basis in Office of the Board of Revenue, Odisha, Cuttack.
2. The contract for providing the aforesaid manpower shall continue for a period of one year from the date of commencement of service. The period of contract may be curtailed/terminated before completion of one year owing to deficiency in service or substandard quality of personnel deployed by the selected Service Provider. The Board of Revenue, Odisha, Cuttack, however, reserves right to terminate the initial contract at any time after giving 15 days notice to the selected Service Provider.
3. The estimated cost of the contract is Rs.15,00,000/- (Fifteen lakh) per annum excluding applicable taxes, statutory dues and negotiated service charges.
4. The interested Service Provider Agency shall submit the tender document complete in all respects and other requisite documents by **26.09.2024** at office of the Board of Revenue, Odisha, Cuttack.
5. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are required to submit the bids in two separate sealed envelopes superscribing "Technical Bid for Providing Non-consultancy services to the Board of Revenue, Odisha, Cuttack" and "Financial Bid for Providing Non-consultancy Services to the Board of Revenue, Odisha, Cuttack". Both sealed envelopes should be kept in a third sealed envelope superscribing **"Tender for Providing Non-consultancy Services (Sweeper) to Board of Revenue, Odisha, Cuttack".**
6. The Technical Bid must be accompanied with an Earnest money deposit (EMD) of Rs. 1,00,000/- (Rupees one lakh) only in shape of Demand Draft drawn in favour of the Secretary, Board of Revenue,

Odisha, Cuttack in any Nationalized Bank, payable at Cuttack. No interest will accrue on the Earnest money deposit.

- Tender without prescribed Earnest Money Deposit (EMD) will be rejected.
- The EMD of the unsuccessful bidders will be returned in case the tender process is cancelled or after completion of the tender process.
- The EMD of the successful bidders will be kept with the Secretary, Board of Revenue, Odisha, Cuttack, till the term of the agreement is over and will be returned within 30 days from the termination of the contract agreement.
- The EMD will be forfeited if the Successful Agency refuses to take up the work at the quoted price.

7. The successful bidder will have to deposit a Performance Security Deposit of Rs.45,000/- (3% of the cost of the contract) in the form of Bank Guarantee from any Nationalized Bank drawn in favour of the Secretary, Board of Revenue, Odisha, Cuttack covering the period of sixteen months i.e, four months more than that of the contract period. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful bidder with the permission of the Competent Authority.
8. The interested Service Provider agencies are required to enclose the self attested documents as mentioned below along with the Technical Bid, **failing which their bids shall be summarily/outrightly rejected and will not be considered any further**:

a) Copy of Registration certificate of the applicant's organization;
b) Copy of Aadhar /PAN/GIR card
c) Demand Draft in support of EMD as applicable.
d) Copy of the IT return filed for the last three financial years
e) Copies of EPF and ESI certificates;
f) Copy of the GST registration Certificate;
g) Certified extracts of the Bank Account containing transactions during last three years.
h) Copy of Bank Guarantee of Rs. 10 Lakhs from any Nationalized Bank.

i) Copy of documents of at least five years experiences in providing Non-consultancy services to Central Govt./ State Government Department etc.

j) Self declaration that the agency is having no criminal antecedent/ no previous unsatisfactory service report/ previously not black listed by any organization.

9. The conditional bids shall not be considered and will be outrightly rejected.

10. 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 initialed by the person authorized to sign the tender bids.

11. The Technical bids shall be opened on the scheduled date and time at 11.30 A.M. on 27.09.2024, in the 5th Floor Conference Hall of Board of Revenue, Odisha, Cuttack in presence of the Selection Committee and the representatives of the Service Provider Agency, if any, who wish to be present on the spot at the time of opening of the Bids.

12. The Financial Bid of only those bidders will be opened who would be found successful in the Technical Bid.

13. The bidders to quote service charge in pursuance of Finance Department Office Memorandum No. 19595/F dtd. 11.07.2023.

14. The Selection Committee can use its own discretion for selection of the service provider, the decision taken by the Committee shall be final.

15. The Secretary, Board of Revenue reserves the right to annul all bids without assigning any reason.

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TECHNICAL REQUIREMENTS FOR THE TENDERING NON-CONSULTANCY SERVICES

1. The tendering Non-consultancy service provider agencies should fulfill the following technical specifications:

(a) The registered office of the service provider agency should be located within the State of Odisha.

(b) The agency should have been registered with the appropriate registering authority.

(c) The agency should have at least five years experience in providing Non-consultancy services to Central Govt./ State Govt.etc The agency should have own Bank Account.

(d) The agency should be registered with Income Tax and Service Tax (GST) department.

(e) The agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.

(f) The agency should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.

(g) The agency should have minimum annual turn-over of Rs. 5 Crores in providing manpower services.

(h) The agency should have executed contracts of similar type during preceding 3 years, of equal value or more than 60% of the estimated cost of the present contract.

(i) The agency should not have any criminal antecedent/ previous unsatisfactory service report/ previously black listed by any organization.

TECHNICAL REQUIREMENTS FOR PERSONNEL TO BE DEPLOYEDBY THE SUCCESSFUL NON-CONSULTANCY SERVICE PROVIDER IN THE BOARD OF REVENUE, ODISHA, CUTTACK

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1. The person deployed should be physically fit.
2. They must be literate.
3. They must not have any criminal antecedent. Each personnel, at the time of his engagement, shall furnish a self declaration of not having any criminal antecedent duly verified and certified by the Agency.

APPLICATION - TECHNICAL BID		
FOR PROVIDING NON-CONSULTANCY SERVICES (SWEEPERS) IN THE OFFICE OF BOARD OF REVENUE, ODISHA, CUTTACK		
1.	Name of the Service Provider Agency	
2.	Details of Earnest Money Deposit (Demand Draft Details)	DD No.
		Date:
		Amount (Rs.)
		Drawn on Bank:
3.	Name of Proprietor/ Partner/ Director (Name of all Directors/Partners)	
4.	Full Address of Registered Office (with PIN Code)	
	Telephone No:	
	Mobile No:	
	FAX No:	
	E-mail ID:	
5.	Full Address of Branch Office (if any)	
6.	Name, Telephone No/Mobile No/ E-mail ID of Authorized Officer / Person to co- ordinate with the Board of Revenue, Odisha, Cuttack.	
7.	Banker of the Manpower Service Provider. (Attached copy of statement of A/c for the last three years)	
8.	PAN No: (Attach copy of the PAN)	
9.	Statutory Registration No: (under License & Contract Labour Act 1970 obtained from Labour Department, Government of Odisha)	

10.	Service Tax Registration No. (Enclose copy of the certificate)	
11.	EPF Registration No. (Enclose copy of the Certificate)	
12.	ESI Registration No. : (Enclose copy of the Certificate)	

13. Financial turnover of the Service Provider agency for the last 3(three) Financial Year:

Financial Year	Amount in lakh	Remarks if any
2021-22		
2022-23		
2023-24		

14. Give details of the similar contracts handled by the tendering Non-consultancy services during the last three years in the following format (if the space provided is insufficient, a separate sheet may be attached) :

No.	Name of client, address, telephone & Fax. No.	Non-Consultancy services provided		Annual Bill amount (In Lakh)	Duration of contract	
		Type of services provided	No.		From	To

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

Date

Place

Signature of authorized person with seal

Full Name

Telephone No/Mobile No.

e-mail ID

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. 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.

Date

Place

Signature of authorized person with seal

Full Name

Telephone No/Mobile No.

e-mail ID

APPLICATION - FINANCIAL BID

FOR PROVIDING NON-CONSULTANCY SERVICES (SWEEPERS) IN THE OFFICE OF BOARD OF REVENUE, ODISHA, CUTTACK

1.	Name of the Service Provider Agecncy:	
2.	Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes etc. The bidders shall take into account the expenses to be incurred and statutory dues (Income tax, TDS @ 2% and GST TDS @ 2% from gross bill etc.) while quoting the service charge	

Sl. No.	Category of the employee	Monthly Rate per Person						
		*Take Home remuneration (Net)	EPF 13%	ESI 3.25 %	Other statutory dues if any	Service Charge	GST	Total per Person (Gross)
1.	Sweeper							

* 1. Minimum take home remuneration of Sweeper is Rs.12,600/- per month per person as per G.A & P.G Department Resolution No.7982/GAD dtd. 07.03.2024.

2. The Bidders to quote service charge in pursuant to Finance Department letter No. 19595/F, dt. 11.07.2023.

Date

Place

Signature of authorized person with seal

Full Name

Telephone No/Mobile No.

e-mail ID

Notes :

1. The total rates quoted by the Service Provider should be inclusive of all statutory / tax liabilities in force at the time of entering into contract.

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

TERMS AND CONDITIONS

GENERAL

1. The Agreement shall be valid for one year unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of personnel deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire after completion of one year unless extended further by the mutual consent of the Service Provider Agency and Authority.
3. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organizations by whatever name be called without the prior written consent of the Authority.
4. Board of Revenue, Odisha, Cuttack, has the requirement of 09(nine) nos. of Sweepers on urgent basis for day to day cleaning and sweeping work in Board of Revenue, Odisha, Cuttack.
5. The Service Provider 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 documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement and forfeiture of performance security deposit.
6. The Authority reserves the right to terminate the Agreement anytime during the period of contract after giving 15 days notice to the Service Provider Agency.
7. The persons deployed for cleaning and sweeping work, will be called on holidays to attend duty if required in case of urgency. They are entitled for special leave as per FDOM No.30794 dated 06.11.2021 and G.A & P.G Department Resolution No.7982/GAD dated 07.03.2024.
8. The Service Provider Agency shall nominate a coordinator who shall be responsible for immediate interaction with the Board of Revenue so that optimal services of the persons deployed could be availed without any disruption.
9. The entire financial liability in respect of manpower services deployed in Board of Revenue shall be that of the Service Provider and the Board of Revenue will no way be liable. It will be the **responsibility** of the Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and produce such evidence as may be required by Board of Revenue.

10. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of personnel so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against Board of Revenue, Odisha, Cuttack.
11. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Board of Revenue, Odisha, Cuttack 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 Provider, the deployed person can place their grievance before Grievance Officer of the Board of Revenue.
12. The Board of Revenue, Odisha, Cuttack shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
13. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency 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 Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
15. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office. Undertaking from the person deployed to this effect shall be required to be submitted by the Service Provider at the time of commencement of such deployment.
16. The Service Provider Agency must be registered with the concerned Govt. Authorities i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration should be submitted. The Service Provider 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 Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider. The Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever

applicable.

18. The persons deployed by the Service Provider should have good police records and no criminal case should be pending against them. Police verification of the antecedents of the deployed personnel can be made at the discretion of the Board of Revenue, Odisha, Cuttack
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 office.

LEGAL

20. The persons deployed shall not commit any mischief in any form with the judicial case records, documents, registers and files. In view of this, they shall be required to maintain confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
21. The Service Provider shall be responsible for compliance of all statutory provisions to minimum wages payable to different types of worker in respect of the persons deployed by it in the Board of Revenue. The Board of Revenue, Odisha, Cuttack shall have no liability in this regard.
22. The Service Provider shall also be liable for depositing all taxes, levies, Cess etc., on account of service rendered by it to the concerned 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 Board of Revenue, Odisha, Cuttack as and when required.
23. The Service Provider shall maintain all statutory registers under the law and shall produce the same, on demand, to the authority of the Board of Revenue or any other authority under law.
24. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/Rules, GST Act/Rules, as amended, from time to time and a certificate to this effect shall be provided by the Board of Revenue, Odisha, Cuttack.
25. In case the Service Provider fails to comply with any liability under appropriate law and as a result thereof, the Board of Revenue is put to any loss/obligation, monetary or otherwise, the Board of Revenue will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
26. The Agreement is liable to be terminated because of non-

performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Board of Revenue will have no liability towards non-payment of remuneration to the persons employed 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 Board of Revenue by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

FINANCIAL

27. The Technical Bid should be accompanied with EMD failing which the tender shall be rejected out-rightly.
28. The successful bidder will have to deposit a Performance Security Deposit of Rs.45,000/- (3% of the cost of the contract) in the form of Bank Guarantee from any Nationalized Bank drawn in favour of the Authority covering the period of agreement before commencement of the contract. In case, the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful bidders.

    The amount of performance security deposit is to be determined by the Authority taking into account the contractual obligation of the service provider.
29. In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the Service Provider Agency shall be liable to be forfeited besides annulment of the Agreement.
30. The Service Provider shall raise the bill, in triplicate, alongwith attendance sheet duly verified by the Board of Revenue in respect of the persons deployed and submit the same to the prescribed authority in the 20th day of the month and the payment will be released in the 28th day of month. The Non-consultancy Service Provider shall be responsible for transfer of remuneration to the persons deployed within the next 48 hours and in no case later than the last day of every month.
31. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc., should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A 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 Board of Revenue.
32. The amount of penalty calculated @ Rs.100/- per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be

deducted from the monthly bills in the month.

33. The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered ata later stage.

34. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the Officer to be nominated by the Board of Revenue for his decision and his decision shall be binding on all parties.

35. All disputes shall be brought under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.

36. The successful bidder will enter into an agreement with the Board of Revenue for supply of suitable and qualified manpower as per requirement of the Board of Revenue on the above terms and conditions.

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DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application - Technical Bid
2. Attested Copy of Registration of Agency
3. EMD in the form of Demand Draft in original
4. Certified copy of the statement of Bank Account of the Agency for the last three years
5. Attested copy of Aadhar/PAN/GIR Card
6. Attested copy of the latest IT return filed by agency for last 3 years
7. Attested copy of Service Tax Registration certificate
8. Attested copy of the E.P.F. Registration letter / certificate
9. Attested copy of the E.S.I Registration letter / certificate
10. Certified documents in support of the financial turnover of the agency
11. Certified documents in support of entries in column 10-13 of Technical Bid application
12. Copy of the terms and conditions at pages in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
13. Authorization Certificate of Agency
14. Copy of the document showing at least five years" experience in providing Non-consultancy services to Central Govt./ State Govt.etc
15. Self declaration that the agency is having no criminal antecedent/ no previous unsatisfactory service report/ previously not black listed by any organization

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF PERSONNEL

1. List of persons short listed by agency for deployment in the Board of Revenue, Odisha, Cuttack containing full details i.e. date of birth, marital status, address, educational certificate(if any), criminal antecedent declaration duly verified and certified etc.
2. Bio-data of all persons with Passport size Photograph.
3. Any other document considered relevant.

Secretary,
Board of Revenue,
Odisha, Cuttack

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(With Reference to Tender Notice No _____/Estt dt. _____)

To,

The Secretary,
Board of Revenue, Odisha, Cuttack

Subject: Authorisation for attending bid opening on _____ in the Tender for providing Non-consultancy Services (09 Sweepers) on outsourcing basis.

Sir,

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.

Seal

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