

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KENDRAPARA

(Establishment Section)

E mail:estt.kpd@gmail.com

TENDER/QUOTATION

No. 367 /Estt./Date: 24.2.24

Tender/ quotation are hereby invited from registered firms / outsourcing agencies for outsourcing of support services in Offices under the administrative control of Collectorate, Kendrapara for a period of one year i.e. from 14/24 to 31/3/25.

The intending registered firms/ outsourcing agencies may submit tender/ quotation along with other supporting documents in Office of the Collector & District Magistrate (Establishment Section), At/Po/PS/Dist-Kendrapara, PIN-754211, Odisha latest by date 11/3/24 (5.00PM) through registered post/ speed post/ courier. The submitted tender/quotation documents must accompany a DD of Rs.2000/- (Rupees Two Thousand) only in favour of Collector, Kendrapara payable at SBI, Kendrapara (Main Branch) towards cost of Tender paper (Non-refundable). No Tender/Quotation paper will be received by hand, e-mail and digital mode.

The prescribed tender/quotation paper is available in the website www.kendrapara.nic.in. The authority reserves every right to reject all or any of the tender/ quotation without assigning any reason thereof.

S/Man

Collector & District Magistrate, Kendrapara

Memo No 368 /Estt. Date: 24.2.2024

Copy forwarded to the District Informatics Officer, Kendrapara for information and necessary action. It is requested to hoist the above tender/ quotation notice in the District website for wide publicity.

S/Man

Collector & District Magistrate, Kendrapara

Memo No 369 /Estt. Date: 24.2.2024

Copy (both hard & soft) forwarded to the Joint Director, Advertisement Section, I & PR Deptt., Odisha, Bhubaneswar with a request to publish the advertisement in two wide circulated Odia daily.

Copy to the DIPRO, Kendrapara for information with a request to coordinate with me & PR Deptt. & to submit copies of the newspaper upon publication.

S/Man

Collector & District Magistrate, Kendrapara

Memo No 370 /Estt. Date: 24.2.2024

Copy forwarded to the CDO-cum-EO, Zilla Parishad, Kendrapara/ Sub-Collector, Kendrapara/ all BDOs & Tahasildars of Kendrapara District for information with request to publish the advertisement in office notice board for wide publicity.

S/Man

Collector & District Magistrate, Kendrapara

Memo No 371 /Estt. Date: 24.2.2024

Copy submitted to the Joint Secretary to Govt. R & DM Deptt./ Administrative Officer, O/o the RDC(CD),Cuttack for information.

S/Man

Collector & District Magistrate, Kendrapara

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KENDRAPARA

Tender/ Quotation Call Notice No. 372 /Estt. Date: 24.02.2024

Sealed tenders/ Quotations are hereby invited from the registered firms / out-sourcing agencies for outsourcing of support services in Offices under the administrative control of Collectorate, Kendrapara for a period of one year i.e. from 14/24 to 31/3/25.

DETAILS OF REQUIRED MANPOWER:

Sl. No.	Category of support services	Number	Monthly Consideration
1	Peon	25 (Twenty Five)	Rs. 10,100/- each
2	Process server	5 (Five)	
3	Chainman	6 (Six)	
4	Khalasi	2 (Two)	
5	Dftary/ Watchman	2(Two)	
6	Sweeper	4 (Four)	
7	Boat Tindol	1 (One)	
8	Others	2 (Two)	

NB: As per Finance Department Letter No. 30722/F dated 06.11.2021, the consideration has been revised. The Employer's contribution towards EPF and ESI will be over and above the aforesaid consideration subject to satisfactory proof of such contribution made.

ELIGIBILITY CRITERIA:

- I. It should be registered in India as a Company, Firm, Society or a Trust.
- II. The agency must have successfully undertaken similar nature of works for at least three years in last five years. Similar nature of work means the agency must have undertaken similar support services to Central Govt/ State Govt./ Public Sector Undertakings/ Reputed Private Organizations.
- III. The agency ought to have valid EPF Code in its name issued by RPFC, Odisha Circle, PAN, GST registration certificate, ESI Registration Certificate, valid Labour registration certificate/ Contract labour licence issued by the competent Authority.
- IV. The Agency must have provided similar Support Services to Government/ Semi-Government Public Sector Undertaking clients successfully (uninterrupted/ continuous) for a period of minimum 3 years during the last 5 financial years i.e. 2019-20, 2020-21, 2021-22 & 2022-23, 2023-24 (Self-attested copies of the Completion Certificates/ Performance Certificates from the Employers to be furnished along with the technical proposal).

BID SYSTEM & EVALUATION AND SELECTION:

- a. The bidding will be of two bid system i.e. Technical bid in Part I (ANNEXURE- I) and Financial Bid in Part -II (ANNEXURE- II) through Quality and Cost Based Selection process. **The minimum service charge is Rs. 200/- per person per month.** Bidders are not permitted to quote below this price.
- b. The minimum qualifying score in technical evaluation shall be 75 out of 100 marks and the financial proposals of the bidders securing qualifying marks in technical evaluation will only be opened. The format for the technical evaluation is given at Annexure-III. 30 marks should be given to minimum rate quoted and proportional marks would be reduced for higher rate quoted.

- c. Tender shall be awarded to the bidder whose bid will be determined to be substantially responsive, otherwise not defective and who secures **highest combined technical and financial score**. In case two bidders secure the same highest combined score, the bidder with the highest average annual turnover during the last 3 financial years i.e.2020-21, 2021-22, 2022-23 will be awarded the contract. In case of further dispute, authority has the power to follow any method, not specified here.

RIGHT TO REJECTION:

- a. The agency is expected to quote minimum approved rate for monthly consideration of above manpower after careful analysis and the rate of service charges. In case it is noticed that the rates quoted by the agency for any category is unusually high or unusually low in respect of Service Charge, it will be a sufficient cause for rejection of the quotation for the sake of quality work, unless the Collector & District Magistrate, Kendrapara is convinced about the reason of the rates on analysis of such rate.
- b. The Collector & District Magistrate, Kendrapara reserves the right to reject any or all the tender/ quotation received without assigning any reason thereof and the agency shall not be entitled to get any costs, charges or expenses incidental to or connected with preparation and submission of its Tender/ quotation documents.
- c. Canvassing in connection with Tender/ quotation documents containing uncalled for remarks are liable to be rejected.
- d. Tender/ quotation with any modification(s) and/or special condition(s) of the agencies or with any rider is liable to rejection.
- e. If the vendor fails to submit the minimum requirement such as tender/ quotation processing fee, EMD, copies of statutory documents and declarations.

WITHDRAWAL OR MODIFICATION OF QUOTATIONS:

No request for withdrawal or modification will be entertained after the last date of submission of Tender/ quotation.

EMD:

- a. The technical bid must be accompanied with an **EMD of Rs.2,00,000/-** (Rupees Two lakh) only as per Tender/ quotation notice in shape of Fixed Deposit Receipt pledged in favour of Collector, Kendrapara.
- b. Tender/ quotation without prescribed earnest money will be rejected.
- c. The earnest money will be refunded in case the tender/ quotation process is cancelled by the Collector & District Magistrate, Kendrapara.
- d. The earnest money deposit of successful agency, if awarded with work, will be kept as performance security with the Collector & District Magistrate, Kendrapara till the term of the agreement and will be refunded after successful completion of the contract agreement.
- e. The earnest money deposit of the un-successful agencies will be refunded immediately without interest after the execution of the contract agreement with the selected agency.
- f. The EMD will be forfeited if the Agency refuses to take up the work at the quoted price or if the agency fails to do the job as per satisfaction and leads to cancellation of contract/ agreement during the contract period.
- g. If any Agency is selected for award of the contract after evaluation of Bid and the firm is exempted for submission of EMD by any law, then Security money equal to the amount of EMD should be furnished by the Agency for awarding the contract.

AGREEMENT:

It shall be the responsibility of the successful agency to submit the signed copies of the agreement to the Collector & District Magistrate, Kendrapara within 15 days of issue of letter of intent work order.

The agreement will be valid for 1 year. On satisfactory completion of contract; the agreement may be extended further as desired by the Collector & District Magistrate, Kendrapara.

SUB-LETTING OF WORK IN WHOLE OR PART

The agency shall not assign the job or any part thereof, any share of interest therein, or money due there under, or sub-let the work/job or a portion thereof, in any manner whatsoever. The contract is liable to be rejected at the option of the Collector & District Magistrate, Kendrapara in such case.

SUPERVISION OF WORK BY AGENCY:

It shall also be obligatory on the part of the agency to deploy qualified personnel for the job.

SCOPE OF WORKS:

The agency shall be responsible for the providing support services for following category; its strength & scope of which are given below.

Sl. No.	Category of support services	Number	Qualification & Experience
1.	Peon, Process Server, Chainman, Khalasi, Watchman, Sweeper, Boat Tindol & others	47	Age Limit: Minimum 18 years & Maximum 60 years as on 01.01.2024 Educational Qualification: Minimum 7 th standard (Pass) Experience: Minimum 3 years in similar work Working Hours: 8 hours(excluding exigency cases)

The support service would include the following tasks –

1. Opening and closing of Office Rooms.
2. Maintenance of Stationeries.
3. Arrangement for refreshment / water etc.
4. Preparing tea /coffee and cleaning of cups, plates and office premises etc.
5. Delivery of local letters as and when required.
6. Distribution of office daks & files of general nature among the Officers.
7. Shifting of office equipment as and when required.
8. Performing other related tasks as and when required.

INSPECTION OF WORKS:

The Collector & District Magistrate, Kendrapara or other officers who are specifically authorized in this regard will have full power and authority to inspect work of the outsourcing services. The proprietor / representative of the agency / firm will meet the authorised officer in this office once a month i.e. 1st Monday- 11.30 hrs. for review of performance of above outsourcing services.

INSTRUCTION FOR SUBMISSION OF TENDER/ QUOTATION WITH REQUIRED DOCUMENTS:

- a. The tender/ quotation shall be submitted with EMD in Part-I i.e. Technical Bid (ANNEXURE-I) and Part-II i.e. Financial Bid (ANNEXURE-II) in two separate sealed envelopes super scribed with technical and financial bid as the case may be and name and address of the Tenderer/ quotationer. Both the envelopes i.e. Part-I and Part-II envelopes along with EMD shall be put in another envelope, which shall be super-scribed with "Tender/ Quotation for supply of support services on outsourcing basis for Collectorate, Kendrapara" along with name and address of the agency and should bear the address the Collector & District Magistrate, Kendrapara (Establishment Section), At/Po/PS/Dist.- Kendrapara, PIN-754211, Odisha. The agency should mention its complete postal address and telephone number, fax number, e-mail address etc. on the bottom left hand side of the envelope. The agency may submit any other details that he may like to furnish.
- b. Tender/ quotation received after the due date and time shall not be entertained.

- c. Both the bids completed in all respects (Technical & Financial) should reach the undersigned on Registered Post/ Speed Post/ Courier **on or before 5.00 P.M.** dated 11/3/24. The technical bid shall be opened on 12/3/24 at 11 A.M. The date of opening of the financial bids shall be intimated to those firms who shall qualify the technical bid.
- d. The Collector & District Magistrate, Kendrapara shall not be liable for any delay in receipt of the Bid by the agencies and no extension of time to the date of quotation opening shall be given for this reason.
- e. The Agency failing to submit all the specified documents shall be summarily rejected.
- f. All documents should bear **signature** of the bidder.

DOCUMENTS TO BE SUBMITTED:

1. Valid EPF Code issued by RPFC, Odisha Circle.
2. ESI registration Certificate with latest deposit challan copy, either of original or true copy along with the quotation document.
3. Firm Registration Certificate.
4. Valid Labour License issued by competent authority.
5. Photocopy of PAN Card along with copies of the acknowledgement of Annual I.T. return of the firm for the last three financial years.
6. GST Registration Certificate issued by the competent Authority along with copy of last return filed in this regard.
7. Past experience of minimum 3yrs. uninterrupted/ continuous during last 5years as mentioned in the eligibility criteria with Performance certificate.
8. An undertaking that the agency will be able to deploy the requisite man power immediately after execution of the contract agreement should be enclosed in the technical bid.
9. An undertaking to the effect that the support services personnel that the agency is going to provide to this office, if selected, is not in relation with any of the staff of this office.
10. An affidavit to the effect that the agency have not been blacklisted by any Govt./ Semi-Govt./ PSU/ Undertaking/ Office / Organization.
11. Supporting documents like Govt. Certificate/ EPF document etc. showing total no. of persons engaged so far by the Service Provider must be submitted.

GENERAL CONDITIONS:

- a. No personnel deployed by the Agency shall be paid less than the consideration fixed or prescribed by Govt. prevalent at the time of finalization of the bid.
- b. Statutory dues at appropriate rate as per rules etc. shall be given to each personnel by the Agency. GST @ 18% or as per present provisions would be paid on monthly consideration and service charges taking together. EPF & ESI being part of social security scheme will be out of coverage of GST.
- c. The Collector & District Magistrate, Kendrapara will make monthly payment to the Agency after receipt of proper GST invoice from the agency for the services rendered and the Agency will bear/pay all other benefits/statutory dues etc.
- d. As regards to GST, the firm will be held responsible for deposit of GST with concerned authorities.
- e. The agency will submit the copy of last challan in support of deposit of ESI and EPF in favour of deployed personnel positively along with the monthly bill submitted for payment.
- f. The bidder shall submit valid Labour registration/ Contract labour License.
- g. The monthly consideration should be paid to the personnel deployed by the agency on 2nd day of next month after receipt of absent/ present statement without awaiting the payment from Office of the Collector & District Magistrate, Kendrapara.
- h. There will be performance review of the manpower deployed as well as of the agency/ service provider in every 6 months by this office.
- i. In case of any mischief, disturbances, theft or negligence committed by the deployed manpower, action as deemed fit shall be taken against the agency with forfeiture of EMD/Security Deposit.
- j. The authority reserves the right to withdraw or relax any of the terms and conditions mentioned in this tender notice so as to overcome any problem that may be encountered at a later stage.
- k. Force majeure clause would be applicable on both the parties in case of Natural Disaster, Pandemic, political turmoil, infrastructure failure etc.
- l. Liquidated damage would be recovered from the out sourcing agency to the tune of actual expenses made on alternative arrangements, if the agency fails to perform the duty. This is over and above the performance security which would be forfeited also.

NOTICE AND COMMUNICATION:

- a. The Agency is required to state its correct full address in the document.
- b. All notices, communications to any agency by stated address shall be deemed to have been sent or served if delivered or left at or posted to the agency and shall be deemed to have been so performed on the day on which these were so delivered or left.
- c. All notices and communications addressed by the Collector & District Magistrate, Kendrapara to the Agency or by the Agency to the Collector & District Magistrate, Kendrapara concerning the work to be executed under the contract shall be in writing.

Sd/-

Collector & District Magistrate, Kendrapara

ANNEXURE - I

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KENDRAPARA

(Establishment Section)

E mail: estt.kpd@gmail.com

**PART-I
TECHNICAL BID**

1. Name of the Agency with Registration No.
(Copy of registration to be enclosed)
2. Detail Address of the
Registered Office & Branch Office.

Phone No., Whatsapp No. of authorized person, FAX. No., E-mail id etc.

- i. Registered Office
- ii. Branch Office
3. Details of business experience

Sl. No.	Period	Name of the organisation where man power deployed	Date of award of contract	Date of completion of contract	Nos. Of manpower deployed
1	2	3	4	5	6

(More rows may be added as per requirement, Work order/Contract copies to be enclosed)
(Copy of latest deposit attested challan of EPF to be enclosed)
(Copies of income tax return of last three years (i.e. 2019-20, 2020-21 & 2021-22) and attested Xerox copy of own valid EPF code issued by the RPFC, Govt. of India should be attached)
(Copy of Labour Registration/ Contract Labour License to be enclosed)

4. Whether copy of work order/ contract certificate of last 5yrs. from prescribed client in support of market presence enclosed:

5. Category of support services as per the requirement of Office of the Collector & DM, Kendrapara being provided previously in last 5yrs to Govt./Semi-govt./ Public sector offices:

Sl. No.	Period	All 4 categories	Any 3 categories	Any 2 categories	Any 1 category
1	2	3	4	5	6

(Valid supporting copies to be enclosed)

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KENDRAPARA
(Establishment Section)
E mail: estt.kpd@gmail.com

PART-II
FINANCIAL BID

FOR OUTSOURCING OF VARIOUS SERVICES IN OFFICES UNDER COLLECTORATE, KENDRAPARA:

1. Name of the Agency/Firm:-
2. Monthly consideration per month for each personnel (excluding service charges and any other applicable taxes):-
3. Amount of service charges per person payable :-(To be mentioned in figure and Words)
4. PAN No.:-
5. GST No.:-
6. Details of breakup of monthly consideration per person per month:-

Authorized Signatory/ Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

(Organization Seal)

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KENDRAPARA
(Establishment Section)
E mail: estt.kpd@gmail.com

FORMAT FOR EVALUATION OF TECHNICAL PROPOSAL

Name & Address of the Bidder:		(For office use only)		
Sl. No.	Criteria	Maximum Marks	Marks Obtained	Remarks
1.	Constitution of the Bidder: a. Registered Company : 10 Marks b. Society/ Partnership Firm/ Others: 5 Marks	10		
2.	Years of Business Experience : a. Between 3 to 5 years : 10marks b. More than 5 to 7 years : 15marks c. Above 7 years : 20marks (To be calculated from 2022-23 and backwards)	20		
3.	Market Presence/ Clientele: (Last five years i.e. 2018-19, 2019-20, 2020-21, 2021-22, 2022-23) a. Govt./ Semi-Govt./ Public Sector: 2 marks each per year b. Private Sector : 1 mark each per year	15		
4.	Category of support services as per the requirement of office of the Collector & DM, Kendrapara being provided previously (in last 5years) to other Govt. / Semi-Govt. / Public Sector offices. a. All 4 categories : 2 marks for each year b. Any 3 categories : 1.5 marks for each year c. Any 2 categories : 1 mark for each year d. Any 1 category : 0.5 mark for each year	10		
5.	Total no of persons * engaged (in a year)in different Govt. / Semi-Govt. / Public Sector/ other private offices : a. Between 100 to 200: 10marks b. Between 201 to 250: 15marks c. Above 250 : 20marks	20		
6.	Avg. Annual Turnover: (Last three years i.e. 2019-2020, 2020-21, 2021-22): a. Above Rs. 50.00 Lakh – Rs 1.00 Cr :10marks b. Above Rs. 1.00 Crore – Rs. 2.00 Cr : 15marks c. Above Rs. 2.00 Crores : 20 marks	20		
7.	Any certificate of Excellence/ Recognition received from any Organization/ Office: a. More than or equal to 3 awards/ recognitions: 5 marks b. Less than 3: 2 marks	5		
Total		100		

- * NB:
- Supporting documents like Govt. Certificate/ EPF document etc. showing total no. of persons engaged so far by the Service Provider must be submitted.
 - For opening of Finance bid, vendors with 75 or more points/ marks in technical bidding will only be considered.
 - Weight age for finance score would be determined out of 30 points/ marks. The monthly consideration and service charges taken together would get 30 points and proportional marks would be reduced for higher rate quoted. Price quoted below the minimum fixed amount will get 0(Zero) point/mark.
 - Selection of vendor under this QCBS method would consider the total combined score (addition of technical and finance score) of a vendor.

Check List (Technical Proposal)

Please check whether following have been enclosed in the respective cover namely, Technical Bid: *(please arrange the documents serially in the following order & do the page numbering of the entire bid document and mention the page no. in the column "page No" against the particulars in the check list as mentioned below for ease of scrutiny)*

Sl. No.	Particulars	Whether submitted (Yes/No)	Page No.
1.	EMD (FDR of Rs.2,00,000/-)		
2.	Bid document Cost (DD of Rs.2000/-)		
3.	Copy of the company/Agency Registration certificate		
4.	Copy of Labour registration certificate/ Contract labour license		
5.	Experience details & performance Certificate thereof		
6.	Copies of Work Order / Contract certificates from the clients in support of market presence in last 5 years		
7.	Copies in support of categories of support services engaged during last 5yrs. as per requirement of the Collector & DM, Kendrapara		
8.	Copies showing persons engaged during last 1yr.		
9.	Copies showing annual average turnover during last 3years		
10.	Copy of EPF Code		
11.	Copy of ESI registration		
12.	Copy of PAN		
13.	Copy of the GST registration certificate		
14.	Undertaking for immediate execution of contract upon selection		
15.	Affidavit that the Agency is not blacklisted		
16.	Any other relevant documents		

ANNUAL AVERAGE TURN OVER STATEMENT

(To be furnished in the technical proposal)
 (To be furnished in the **letter head** of the Chartered Accountant)

The Annual Turnover of M/s _____ for the last 3 financial years are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in Rs.
1	2020-21	
2	2021-22	
3	2022-23	
Annual average turnover		

Date:

Signature of Chartered Accountant

Place:

(Name in Capital)

Seal**Membership No.****Note:**

- 1) To be issued in the letter head of the Chartered Accountant with membership No.
- 2) Also attach photocopies of the audited P/L account of each year highlighting the turnover in support of that.
- 3) Provisional audited statement shall not be considered.

PAST EXPERIENCE DURING LAST THREE YEARS*(To be furnished in the technical proposal)***(Attach separate sheets if the space provided is not sufficient)****A) Experience proof and certificate thereof****Financial Year 2021-22**

Sl. No.	*Name/ address of organization	Type of Manpower Supplied	Date of award of Assignment	Date of completion of assignment	**No. of personnel deployed	Performance Certificate enclosed (Yes /No)
1						
2						
3						
4						
5						
6						

Financial Year 2022-23

Sl. No.	*Name/ address of organization	Type of Manpower Supplied	Date of award of Assignment	Date of completion of assignment	**No. of personnel deployed	Performance Certificate enclosed (Yes /No)
1						
2						
3						
4						
5						
6						

Financial Year 2023-24

Sl. No.	*Name/ address of organization	Type of Manpower Supplied	Date of award of Assignment	Date of completion of assignment	**No. of personnel deployed	Performance Certificate enclosed (Yes /No)
1						
2						
3						
4						
5						
6						

*Please furnish to Work order/ Contract copies of the works executed in support of the information mentioned above along with the performance certificate of the client, serially in the same order as mentioned in the above format for ease of scrutiny.

**No. of staff deployed should be clearly mentioned in the relevant work order / contract copies

Authorized Signatory/ Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

(Organization Seal)

Format for Affidavit

(To be furnished in the technical proposal)

(On a Stamp Paper of relevant value)

Affidavit

I, M/s. _____ (the name of the agency with Address of the registered office) hereby certify and confirm that we or any of our promoter(s)/ Director(s) are not barred by Department of Govt. of Odisha/ or any other entity of GoO or blacklisted by any State Government or Central Government/ Department/ Organization in India from participating in Tenders as on the _____ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this.....Day of, 2025

Authorized Signatory/ Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

(Organization Seal)



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE,

Advt. No-

Date:

**TENDER/ QUOTATION CALL NOTICE FOR AWARD OF CONTRACT FOR
PROVIDING VARIOUS SUPPORT SERVICES ON OUTSOURCING BASIS IN
KENDRAPARA DISTRICT**

Sealed Tender/ Quotation in prescribed format under two bid systems are invited from intending registered firms/ out-sourcing agencies for providing support services on outsourcing basis in offices under the administrative control of the Collectorate, Kendrapara. The tender/ quotation document containing detail information, terms & conditions etc. may be downloaded from the District website www.kendrapara.nic.in. The tender/quotation should reach in the Office of the Collector & District Magistrate (Establishment Section), At/Po/PS/Dist-Kendrapara, PIN-754211, Odisha through Speed post/ Regd. post/ Courier by 16.05.2023 till 5 PM. The undersigned reserves the right to reject any or all Tender/Quotation without assigning any reason thereof.

Sd/-
Collector & DM, Kendrapara