

**Proceeding of Tender Committee Meeting for opening of Tender for Selection of HR Service Providers for hiring Human Resources management of Post matric OBC/SEBC Hostel at Gualsing, Derabish, Kendrapara under the Chairmanship of District Welfare Officer, Kendrapara.**

The Tender Committee Meeting for opening of Tender for Selection of HR Service Providers for hiring Human Resources for management of Post matric OBC/SEBC Hostel at Gualsing, Derabish, Kendrapara held on 29.10.2024 at 11.00 AM under the Chairmanship of District Welfare Officer, Kendrapara in his Office Chamber. Attendance of the Member present in the meeting is annexed at **Annexure-A** and the bidder/ authorised persons present in the meeting are attached at **Annexure-B**.

At the outset, District Welfare Officer welcomed all the members present in the meeting. The Chairman instructed Welfare Extension Officer, Derabish to appraise detail to all committee members about the tender. The WEO stated that tender call notice was invited vide Notice No. 996 dt. 08.10.24 for selection of HR Service Provider for hiring Human Resources engaged management Post matric OBC/SEBC Hostel at Gualsing, Derabish, Kendrapara. The tender call notice was send to Director I & PR Deptt., Odisha, Bhubaneswar for publication of tender notice in the two nos of daily Odia News paper vide Memo No 998 Dt. 08.10.24.

In response to the tender Notice, Seven nos. of tenderers submitted tender with requisite paper in two packet i.e. technical bid & financial bid till the last date of tender i.e. 28.10.24 by 4 P.M. Then, the technical bid of all the HR Service Provider was opened on Dt. 29.10.24 at 11 AM at the Office chamber of DWO, Kendrapara in presence of all Members and Bidders. On scrutiny of technical bid sheet, all 07 (Seven) nos. of HR Service Provider were qualified for PPT presentation. By evaluating the documents submitted by the bidders as per the criteria for evaluation of technical bid sheet (**Annexure-C**) the mark secured by bidder is as follows:

**Comparative/Evaluation Sheet of Technical Bid**

Sl No.	Name of the Bidder	Type of Registration	No. of year of Incorporation	No. of Client	Valid Reg. Cert.	Average Annual Turnover	Income tax Return	Registered Branch Office	Service Tax Return	Self Declaration	Total Mark	Convert to 60%	Qualify/Disqualify
1	L & K Services Pvt. Ltd.	6	7	20	10	5	10	10	10	10	88	52.8	Qualify
2	Summet Security Services	5	10	17	10	10	10	10	10	10	92	55.2	Qualify
3	M/S Bharat Security Service	5	10	17	10	10	10	10	10	10	92	55.2	Qualify

4	Group No.-5 Security Service	5	7	20	10	10	10	10	10	10	92	55.2	Qualify
5	M/S Care Security Allied Services	5	10	17	10	10	10	10	10	10	92	55.2	Qualify
6	Kalinga Worriers Security Services	5	5	20	10	8	10	10	10	10	88	52.8	Qualify
7	M/S R.R Enterprises	5	5	17	10	10	10	10	10	10	87	52.2	Qualify

The PPT presentations of Seven Nos. of qualified HR service provider were conducted on Dt.29.11.24 at 11.00 AM in presence of all members except District Employment Officer. The comparative evaluation sheet of PPT presentation duly signed by the members is annexed in **Annexure-D**.

Sl No.	Name of the Bidder	Total Mark	Mark Secured				Total Mark Secured	Average
			DWO	DLO	DEO	WEO		
1	L & K Services Pvt. Ltd.	20	10	10	9	12	41	10.25
2	Summet Security Services		11	13	14	13	51	12.75
3	M/S Bharat Security Service		12	14	12	14	52	13
4	Group No.-5 Security Service		16	16	15	15	62	15.50
5	M/S Care Security Allied Services		14	15	13	15	57	14.25
6	Kalinga Worriers Security Services		10	12	10	13	45	11.25
7	M/S R.R Enterprises		10	12	9	12	43	10.75

The financial bid of 07 nos of qualified HR Service Provider were opened in presence of all member which was duly signed by all committee members. On scrutiny of financial bid it was found that 04(Four) out of 07 seven bidder were disqualified the name of the bidder and reason of disqualification is given below:

Sl. No.	Name of the bidder	Reason of Disqualify
1	L & K Services Pvt. Ltd.	Financial bid is not in format.
2	M/S R.R Enterprises	Asst. supervisor, which remuneration is more than 21000/- who is not cover under ESI scheme but they considered, he is eligible for ESI.
3	Summet Security Services	Asst. supervisor, which remuneration is more than 21000/- who is not cover under ESI scheme but they considered, he is eligible for ESI.
4	M/S Bharat Security Service	Wrong calculation of EPF and ESI in case of Asst. Supervisor.

Rest three (03) bidders are qualified in financial bid and quoted financial bid as follows:

Name of the Bidder	Man Power Type	Take home remuneration	EPF		ESI		Services charges @ 3.85%	GST@18%	Total per person
			Employer Share @13%	Employee Share @ 12%	Employer Share @ 3.25%	Employee Share @ 0.75%			
Group No.-5 security Service	Asst. Hostel Superintendent	20803.00	1950.00	1800.00	0	0	870.21	4576.17	29999.38
	Hostel Warden	9234.54	1375.92	1270.08	343.98	79.38	407.48	2288.04	14999.42
	Support Staff	7387.45	1100.71	1016.04	275.17	63.50	325.97	1830.39	11999.24
	Cook Cum attendance & Helper	9234.54	1375.92	1270.08	343.98	79.38	407.48	2288.04	14999.42
	Security Service Staff	9234.54	1375.92	1270.08	343.98	79.38	407.48	2288.04	14999.42
Kalinga Warriors security service	Asst. Hostel Superintendent	22603.50	1950.00	1800.00	0	0	870.23	4576.27	30000.00
	Hostel Warden	10584.41	1375.97	1270.12	343.99	79.38	407.50	2288.13	15000
	Support Staff	8467.53	1100.77	1016.10	275.19	63.50	326.00	1830.51	12000.00
	Cook Cum attendance & Helper	10584.41	1375.97	1270.12	343.99	79.38	407.50	2288.13	15000.00
	Security Service Staff	10584.41	1375.97	1270.12	343.99	79.38	407.50	2288.13	15000.00
Care Security and Allied Services	Asst. Hostel Superintendent	22603.50	1950.00	1800.00	0	0	870.23	4576.27	30000.00
	Hostel Warden	10584.41	1375.97	1270.12	343.99	79.38	407.50	2288.13	15000
	Support Staff	8467.53	1100.77	1016.10	275.19	63.50	326.00	1830.50	11999.99
	Cook Cum attendance & Helper	10584.41	1375.97	1270.12	343.99	79.38	407.50	2288.13	15000.00
	Security Service Staff	10584.41	1375.97	1270.12	343.99	79.38	407.50	2288.13	15000.00

Out of the rest three service providers all are quoted equal value of financial proposal. As per section-6(5) of Tender Paper all three bidder were get 20 marks each. By comparing over all mark of three qualified bidder in three stages of selection process i.e. technical bid, PPT presentation and financial bid annexed in **Annexure-E** it found as follows.

Final comparative evaluation sheet				
Name of the Bidder	Technical bid	PPT presentation	Financial Bid	Grand total mark
Group No.-5 security Service	55.2	15.50	20	90.70
Kalinga Warriors security service	52.8	11.25	20	84.05
Care Security and Allied Services	55.2	14.25	20	89.45

Section 6 (7) of our advertisement clarify that the overall highest mark secured by the bidder in three stages of selection process the award will given such bidder.. From Comparative statement it is ascertained that the highest mark has secured by **"Group No.-5 Security Service"** i.e. 90.70 marks.

After threadbare discussion and going through evaluation process it is unanimously decided to select **“Group No.-5 Security Service plot No.33/1689 Rasulgarh,Bhubaneswar-10”**for hiring Human Resources for management of post matric OBC/SEBC Hostel at Gualsing, Derabish, Kendrapara

The meeting ended with vote of thanks to the Chair.

  
District Employment Officer,  
Kendrapara.

  
District Education Officer,  
Kendrapara.

  
District Labour Officer,  
Kendrapara

  
District Welfare Officer,  
Kendrapara.

Approved

  
Collector, Kendrapara