

Government
Industrial Training Institute,
Mathili



ସରକାରୀ
ଶିକ୍ଷା ତାଲିମ ଅନୁଷ୍ଠାନ,
ମାଥିଲି

TENDER CALL NOTICE FOR OUTSOURCING OF SERVICES

No. 646 //Dt. 01/11/23

Sealed Tenders are invited from the reputed Service Providers to provide service of "Front Desk Management Service & Watch and ward/ Cleaning and Sweeping of premises for Institute and Hostel and other works" for a period of one year which is likely to be extended in future.

The details information for outsourcing of the service of the aforesaid services is given in the Tender Document which may be downloaded from the website www.malkangiri.nic.in. The period of availability of Tender Document is 01.11.2023 to 15.11.2023 & the last date and time for submission of Tender document is 15.11.2023 up to 4.00 PM.

Sd/-

Principal
Govt. ITI Mathili

Terms and Conditions

1. The tender documents may be submitted along with cost of tender paper Rs 1000/- (non refundable) in shape of DD on State Bank of India in favour of Principal ITI, Mathili payable at Mathili by Registered Post/Speed Post so as to reach the Office of the Principal, Govt. ITI Mathili, Malkangiri as per the above date and time.
2. Tender documents received after 4.00 PM of 15.11.2023 will not be entertained and hence all the correspondence should be made in the address of the Principal, Govt. ITI Mathili mentioning on the cover of envelop as.
3. The Govt. ITI Mathili, Malkangiri requires the Outsourcing Services of reputed, well established and financially sound service providers to provide services of Front Desk Management & Watch and ward/ Cleaning and Sweeping of premises for Institute and Hostel and other works for Govt. ITI Mathili on contract basis for a period of two years which is likely to be extended depending on the requirement.
4. The services may be curtailed / terminated before completion of two years from the date of execution of contract owing to deficiency in service or substandard quality of service provided by the selected service provider or because of change in the requirements of Govt. ITI Mathili, Malkangiri.


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5. The tentative **estimated cost of the contract is about Rs. 10 Lakhs (Ten Lakhs) only** for one year excluding service charges. The interested Service Providers may submit the tender documents complete in all respect along with other requisite documents by 15.11.2023 up to 4.00 PM at Govt. ITI Mathili super-scribing in the envelop "Tender for Outsourcing Services of Govt. ITI Mathili, Malkangiri" by Registered Post/Speed Post/Courier/In person.
6. **The Technical Bid for the tender will be opened on dated 16.11.23 at 11.00 AM and Financial Bid of Technically qualified Bidders will be opened on dated 17.11.23 at 4.00 PM.**
7. **Earnest Money Deposit : Rs.20,000/-(Rupees Twenty Thousand only)** (Refundable without any interest) to be deposited in shape of Demand Draft drawn in favour of Principal ITI, Mathili along with Technical Bid
8. The tender has been invited under two bid system i.e technical Bid and Financial Bid. The interested service provider are advised to submit two separate sealed envelopes super-scribing "**Technical Bid for Providing Outsourcing Services to Govt. ITI Mathili, Malkangiri and Financial Bid for providing Outsourcing Services to Govt. ITI Mathili, Malkangiri**" and both the Sealed envelopes should be kept in a third sealed envelope super-scribing "**Tender for providing Outsourcing Services to Govt. ITI Mathili, Malkangiri**".
9. The successful Bidders will have to deposit a **Performance Security Deposit 10%** of the contract value in the form of Bank Guarantee from any Nationalized Bank in favour of the **Principal, Govt. ITI Mathili** covering the period of contract. In case the contract is further extended beyond the initial period the Bank Guarantee will have to be accordingly renewed.
10. The tendering Service Providers are required to enclose photocopies of the following documents (duly attested by Group-A Gazetted Officers of the state Govt./Central Govt.) along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further.
 - (a) Registration certificate of the applicant organization
 - (b) Copy of PAN & GSTIN Certificate
 - (c) Copy of the IT return filed for the last three financial years
 - (d) Copies of EPF and ESI certificates
 - (e) Copies of service charge registration certificate


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11. The conditional Bids shall not be considered and will be out rightly rejected in very first instance.
12. (a) The minimum service charge shall be 3.85% (3% profit loss transaction charges)
(b) The procuring entity can also fix the service charge above 3.85% with proper justification, whenever required. However such charge should not exceed 7% in any case
13. All entries in the tender should be legible and filled clearly. If the space for furnishing the 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. 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.
14. The Technical Bids shall be opened on the scheduled date and time, the office room of the **Principal, Govt. ITI Mathili, Malkangiri** in the presence of the bidders or authorized representatives of the Service Providers, If any, who wishes to be present on the spot at that time.
15. **The Financial Bids of any those tenders will be opened whose Technical Bids are found in order and satisfying our terms and conditions.** The Financial Bids shall be opened on the scheduled date and time, the office room of the Principal, Govt. ITI Mathili, Malkangiri in the presence of the bidders or authorized representatives of the Service Providers, If any, who wishes to be present on the spot at that time.
16. The Authority of the Govt. ITI Mathili, Malkangiri reserves the right to accept or reject all the Bids without assigning any reason thereof.
17. Technical Requirement for the Service provider
 - (a) They should be registered with the appropriate registration authority.
 - (b) They should have at least two/three years experience in providing Services to the Govt. Departments/Companies/Banks etc.
 - (c) They should have their own bank account.
 - (d) They should be registered with income tax and service tax department.
 - (e) They should be registered with appropriate authorities under EPF and Employees State Insurance Act.
 - (f) They should have any other regulatory clearance (to be specified by the user department) that may be required for providing Services.
 - (g) Annual turnover of the Service Provider should be **Fifteen Lakhs.**


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Sl. No.	Nature of Service	Minimum essential Qualification	Remarks
1	Front Desk Management	Any Graduate with Sufficient knowledge in computer related works	Candidate with experience in the relevant field will be preferred
2	Watch and ward/ Cleaning and Sweeping of premises for Institute and Hostel and other works	8th pass with minimum knowledge of reading and writing Odiya & English	Candidate with experience in the relevant field will be preferred

Sd/-

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Govt. ITI Mathili

APPLICATION FOR TECHNICAL BID

For Providing Outsourcing Service to Government ITI, Mathili, Malkangiri

1. Name of Tendering Service Provider:-
2. Name of Proprietor/Partner/Director.....
.....
3. Full address of Registered Office.
.....
Telephone No.
Fax No.
E-mail address
4. Full address of operating/Branch Office
5. Telephone No. FAX No.
E-mail address
6. Name & telephone no. of Authorized officer/person to liaison with field Office(s)
7. Banker of the Service Provider
(Attach Certificate copy of statement of A/C for the last three years)
8. PAN/GIR No. (Attach attested copy)-

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9. Service Tax Registration No.

(Attach attested copy)-

10. E.P.F. Registration No. (Attach attested copy)-

11. E.S.I, Registration No. (Attach attested copy)-

12. Financial turnover of the tendering Service Provider for the last 03 financial years.

Financial year	Amount (Rs. Lacs)	Remarks, if any
2020-21		
2021-22		
2022-23		

Additional information, if any :

(Attach Separate sheet if space provided is insufficient)

13. Give details of the major similar contracts handled by the tendering Service Provider during the last two years in the following format.

(If the space provided is insufficient a separate sheet may be attached)

Sl. No.	Name of client address, telephone & Fax No	Services provided		Amount of contract (Rs. Lakhs)	Duration of contract	
		Type of Services Provided	Numbers		From	To

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

Date:

Place:

Signature of authorized person

Name

Seal

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DECLARATION

1. I _____ Son/Daughter/Wife of Shri _____ Proprietor/Director/authorized signatory of the Service Provider, mentioned above, am 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 bid documents are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fees furnishing any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of authorized person

Place:

Name

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APPLICATION – FINANCIAL BID

(For Outsourcing Service Assistance to Government ITI Mathili, Malkangiri)

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

Sl. No.	Service type	Monthly Rate per Service						
		Take home Remuneration per month as per Finance Dept No. 30722/F, Dated: 06.11.2021	EPF	ESI	Service tax	Service Charges	Other Statutory dues if any	Total per Service
1.	Front Desk Management Service	11,100						
2.	Watch and ward/ Cleaning and Sweeping of premises for Institute and Hostel and other works	10,100						
3.								
4.								

***Minimum take home remuneration per Service should not be less than the minimum wage defined by Labour Department.**

Date:

Signature of authorized person

Place:

Name

Seal

1. The total rates quoted by the tendering agency should be inclusive of all statutory /taxation liabilities in force at the time of entering in to the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of No. of working days for which duty has been performed by each Service.

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TERMS AND CONDITIONS

GENERAL

1. The agreement shall commence tentatively from 20th Nov. 2023 and shall continue for one year from the date of actual execution of contract unless it curtailed or terminated by the authority owing to deficiency of service, sub-standard quality or Service deployed, break of contract etc. or change in requirements.
2. The agreement shall automatically expire on 19th Nov. 2024 unless extended further by the mutual consent of the service provider and the authority.
3. The agreement may be extended on the same terms and conditions or with some additions/ deletions/ modifications, for a further specific period mutually agreed upon by the service provider and the authority.
4. The service provider shall not be allowed to transfer, assign pledge or sub contract its rights and liabilities under this agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority .
5. The agreement at present has tentative requirement of Front Desk Management Service & Watch and ward/ Cleaning and Sweeping of premises for Institute and Hostel and other works. The requirement of the Office may further increase or decrease, marginally, during the period of initial contract also and the Bidder should have to provide additional Services, if required on the same terms and conditions.
6. The Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at any subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed as breach of terms of agreement making it liable for legal action besides termination of the agreement.
7. The authority reserves the right to terminate the agreement during initial period also after giving 15 days notice to the Service Provider.
8. The persons deployed shall be required to report for work at the scheduled time at the concerned Sections of Govt. ITI, Mathili, Malkangiri and discharge his/her duty for the scheduled duration. In case the person deployed remains absent on a particulars day or comes late/leave early on three occasions, proportionate deduction from the remuneration for one day will be made.
9. The Services deployed may be called on holidays to attend duty and shall be paid extra remuneration as per rates approved by this office on attending such duty.


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10. The Service provider shall nominate a coordinator who shall be responsible for immediate interaction with the concerned Officers of Govt. ITI Mathili that optimal services deployed could be availed without any disruption.
11. The entire financial liability in respect of services deployed in Govt. ITI, Mathili, Malkangiri shall be that of the Services Provider and the Principal Govt. ITI, Mathili will in 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 product such evidence as may be required by the concerned.
12. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules and Acts in respect of Services to deployed. The Services deployed by the Service provider shall not have any claim whatever like employer and employee relationship with ITI, Mathili, Malkangiri.
13. The Service Provider shall be solely responsible for the redressal of grievances or disputes relating to services deployed. The Principal, ITI, Mathili, Malkangiri shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed services can place their grievance before a joint committee consisting of a representative of Govt. ITI, Mathili, Malkangiri concerned and authorized representative of the Service Provider.
14. The Govt. ITI, Mathili shall not be responsible for any financial loss or any inquiry to any services deployed by the Service Provider in the course of their performing the functions/duties, or after expiry of the agreement .
15. 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.
16. In case of termination of this agreement on its expiry or otherwise, the services deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or in other capacity.
17. The Services deployed shall not claim any benefit or compensation or absorption or regularization of deployment Govt. ITI, Mathili, Malkangiri under the provision of Rules and Acts. Undertaking from the services deployed to this effect shall be required to be submitted by the Service Provider.
18. The Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner provident Fund Authorities Employees State Insurance Corporation etc. and a copy


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of registration should be submitted. The Service Provider shall complete with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost

19. The Service Provider shall provide a substitute well in advance if there occurs any probability of the Services 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. The Service Provider shall be responsible for contribution towards provident Fund and Employees State Insurance, wherever applicable.
20. The persons responsible for Services deployed by the Service Provider should have clean track records and no criminal case should be pending against them.
21. The Services deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and change the image of Department or office concerned. The Service Provider shall be responsible for any act of indiscipline by the persons responsible for the Services deployed.

LEGAL

22. The persons responsible for Services deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take Oath of confidentiality and breach of this condition shall make the Service Provider as well as the person responsible for the service deployed liable for penal action under the applicable laws besides, action for breach of contract.
23. The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages as payable to different types of workers in respect of the Services deployed in the office concerned shall have no liability in this regard.
24. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Department or office concerned 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 office concerned.
25. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Department of office concerned or any other authority under law.


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26. The Tax deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/Rules as amended from time to time and a certificate to this effect shall be provided by the Department or office concerned.
27. In case, the Service Provider fails to comply with any liability under appropriate law and as a result thereof, the Department or the office concerned is put to any loss/ obligation, monetary or otherwise the Department of the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the performance security deposit of the Service Provider, to the extent of the loss obligation in monetary terms
28. The Agreement is liable to be terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration to persons responsible for the Services and non - payment of statutory dues with the concerned agencies like E.P.F., E.S.I., and Service Tax etc. The Department or office concerned will have no liability towards nonpayment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities.
29. In case of theft/damage of Govt. property during the period of duty of any person responsible for the Services provided by the service provider the same should be reported to the police through the head of office, at the earliest. However, the loss arising out of theft/ damage of Govt. property shall be borne by the service provider (by way of adjustment from the performance Security Deposit /unpaid bills). Excess amount after adjustment if any will also be borne by the service provider

FINANCIAL

30. The successful bidder will have to deposit a Performance Security Deposit minimum 5 % of the contract value in the form of Bank Guarantee from any Nationalized Bank in favour of the Principal Govt. ITI, Mathili, Malkangiri covering the period of contract. In case the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed.
31. In case of breach of any terms and conditions attached to this agreement, the performance security Deposit of the Service Provider shall be liable to be forfeited beside annulment of the Agreement.

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32. The service provider shall furnish the bill, in triplicate, along with attendance sheet duly verified by the Department or office concerned in respect of the services deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released within the second week of the succeeding month.
33. The claims in bills regarding Employees State insurance, Provident Fund, and service Tax etc. Should necessarily accompany 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 Department or office concerned.
34. The amount of penalty calculated @Rs. 100.00 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the service provider shall be deducted from its monthly bill in the succeeding month.
35. The Authority reserves the rights to withdraw or relax any of the terms and condition mentioned above so as to overcome the provision encountered at later stage.
36. In the event of any dispute arising in respect of the clauses of the agreement of the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority of controlling officer for his decision and the same shall be binding on all parties.
37. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
38. The successful bidder will enter in to agreement with this Office for supply of suitable and qualified persons responsible for Services as per requirement of this Department on the above terms and conditions.
39. The employer's share of contribution towards E.P.F. and E.S.I., Service Tax, other statutory dues and Service charges the service provider shall not be deducted from the take home remuneration of the persons responsible for Services. The service provider shall deposit all statutory dues with the concerned authority and claim the same from the concern Govt. department/ office along with its service charge by producing documentary proof of payment.
40. The employee's share of contribution towards E.P.F. and E.S.I. shall be deducted by the service provider from the minimum take home remuneration of the persons responsible for Services for deposit of the same with the concerned authorities.


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DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID

1. Application - Technical Bid
2. Non- refundable amount of Rs. 1000.00 (Rupees One Thousand Only) in the form of Demand Draft in favour of "The Principal, Government ITI, Mathili" payable at Mathili towards Bid Processing Fee
3. Earnest Money Deposit : Rs.20,000/-(Rupees Twenty Thousand only) (Refundable without any interest) to be deposited in shape of Demand Draft drawn in favour of Principal ITI, Mathili along with Technical Bid
4. Attested copy of registration of agency
5. Certified copy of the statement of bank account of agency for the last three years i.e. 2020-21, 2021-22 & 2022-23.
6. Attested copy of PAN /GIS Card
7. Attested copy of the IT return filled by agency for the last three years i.e. 2020-21, 2021-22 & 2022-23.
8. Attested copy of Service Tax registration certificate:
9. Attested copy of E. P.F. registration letter /certificate
10. Attested copy of E.S.I. registration letter /certificate
11. Certified documents in support of financial turn over for the agency
12. Certified documents in support of entries in point no. 13 of Technical Bid application
13. Copy of the terms and conditions at pages 07 to 11 of Tender document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL BIDDER BEFORE
DEPLOYMENT OF SERVICES**

1. List of Services shortlisted by agency for deployment in government ITI, Mathili, Malkangiri a containing full details i.e. date of birth, marital status, address, educational qualification etc.
2. Bio-data of all persons responsible for services.
3. Police verification report to the effect that the person concerned does not have any criminal case pending against him.
4. Any other document considered relevant.


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