



# GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR

ସରକାରୀ ଯାନ୍ତ୍ରିକ ମହାବିଦ୍ୟାଳୟ, କେନ୍ଦୁଝର

(An Affiliated College of BPUT, Odisha)

At : Jamunalia, P.O.: Old Town, Dist., Keonjhar, Pin: 758002 (Odisha)

Web: [www.gcekjr.ac.in](http://www.gcekjr.ac.in) / Mail id- [principal@gcekjr.ac.in](mailto:principal@gcekjr.ac.in)


TENDER NOTICE No. 175 Dt. 21-01-2025

Sealed & separate tenders are invited under two bid systems from the registered and experienced Man Power service providers & Housekeeping and Sanitation service provider to provide the following services for GCE, Keonjhar.

01. Man Power Service (Non-Teaching/Security) : TENDER No. 1  
02. Housekeeping & Sanitation Service : TENDER No. 2

The detailed information for the aforesaid (1) manpower & (2) Housekeeping and Sanitation have been given in the Tender Documents, which may be downloaded from our website [www.gcekjr.ac.in](http://www.gcekjr.ac.in). The last date, time and place of submission of Tender documents by Speed/ Regd. Post is on or before 12.02.2025(Wednesday) upto 4.00PM in the office of the Principal, Government College of Engineering, Keonjhar, Jamunalia, Old Town, Keonjhar, 758002 (Odisha).

The authority reserves the right to accept/reject any or all tenderers without assigning any reason thereof.

  
21/1/2025

Principal

Government College of Engineering,  
Keonjhar

Memo No. 176 / Dt. 21-01-2025

Copy to the Deputy Director (Advertisement), I & PR Department, Lok Sampark Bhaban, Unit-V, Bhubaneswar, Odisha with a request to publish the above advertisement in one issue of the All Odisha daily edition of "The Samaja", "The Sambad", "The Prameya" on or before 21.01.2025 At the I&PR approved lowest rate. The bill may be sent in triplicate along with a copy of the papers in which the publications are made.

  
21/1/2025

Principal

Government College of Engineering,  
Keonjhar

AS

TENDER - 1  
(MAN POWER SERVICE)

# TENDER DOCUMENTS

FOR

OUT SOURCING NON TEACHING STAFFS AND  
SECURITIES

AT

G.C.E., KEONJHAR

S. Sarangi  
21/1/2025

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# TENDER DOCUMENT

## IMPORTANT INFORMATION TO THE BIDDER

- a) Availability of tender document : Official website  
www.gcekjr.ac.in
- b) Date and time for submission of the Tender Documents by speed post/ Registered post : On or before  
12.02.2025 (4.00PM)  
(Wednesday)
- c) Cost of tender paper : Rs. 5000/-  
In shape of DD/Banker's cheque drawn in  
favour of PRINCIPAL, GOVERNMENT COLLEGE  
OF ENGINEERING, KEONJHAR.
- d) Earnest money Deposit : Rs. 50,000/- in shape  
of D.D.
- e) Date, time and venue of opening of
- i) Technical Bid : 14.02.2025 (11.00AM)  
(Friday)
- ii) Financial Bids of eligible Tenders & selection: 15.02.2024 (11.00AM)  
(Saturday)
- iii) Venue : Board Room of  
Principal, GCE,Keonjhar





## NATURE AND SCOPE OF WORK FOR BIDDERS

1. The Government College of Engineering, Keonjhar requires the services of reputed, well established and financially sound manpower Service Providers to provide services of Training & Placement Officer, Lab. Instructor, Lab. Assistant, Jr. Asst., Nurse, Pharmacist, Electrician, Plumber, Asst. Plumber, Lab. Attendant, Security, Mali, Attendant, on outsource basis for day to day official work and security of Government College of Engineering, Keonjhar.
2. The contract is basically item/unit rate contract and the agency shall be fully responsible for control, management & supervision of manpower engaged in maintaining cleanliness & hygiene. The GCE, Keonjhar shall only provide an environment friendly atmosphere for execution of work by the agency.
3. The period of the contract will be maximum up to three years from the date of issue of work order subjected to satisfaction of the University Authority. Yearly extension must be obtained from the competent authority. However, yearly extension will be made on the execution of the work satisfactorily.
4. The contract price is inclusive of all taxes and duties except G.S.T. The agency is to bear all incidental cost/tax connected to the execution of the contract.
5. The GCE, Keonjhar authority reserves its rights to cancel any or all tender may without assigning any reason and EMD shall be returned within one month of cancellation of the Tender/s.
6. Revocation/withdrawal from tender at any stage before or after opening of price bid shall entail forfeiture of EMD.
7. Bringing in outside influence or entering in to unsolicited correspondence/communication will entail rejection of tender and a proceeding for black listing of the Tenderer.
8. **The period of the contract will be maximum up to three years from the date of issue of work order subjected to satisfaction of the College Authority. Yearly extension must be obtained from the competent authority. However, yearly extension will be made on the execution of the work satisfactorily.**
9. The GCE, Keonjhar has tentative requirement of 50 nos. (Minimum) man power. The total requirement may increase/decrease.
10. The estimated cost of the contract is around Rs. 1 Crores only per year. The amount may be increase/decrease.
11. The interested Service Providers may submit the tender document complete in all respects along with EMD and other requisite documents on or before 12.02.2025 addressed to the Principal, Government College of Engineering, Keonjhar, At







:Jamunalia, P.O.: Old Town, Dist.: Keonjhar, Pin- 758002 by Registered post/ Speed post only. Principal, GCE, Keonjhar is not responsible for any postal delay. The various crucial dates and information relating to "Tender for providing manpower Services to G.C.E., Keonjhar" are indicated in the important Information to the Bidder as stated in page- 03.

12. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes superscribing " Technical Bid for Providing outsource non-teaching staffs and security Services " to G.C.E., Keonjhar & " Financial Bid for Providing Manpower Services", GCE, Keonjhar.\

Both sealed envelopes should be kept in another sealed envelope super scribing " Tender for Providing outsource non-teaching staffs and security Services to G.C.E., Keonjhar". The tender should be addressed to the Principal, G.C.E., Keonjhar.

13. **Earnest Money Deposit (EMD)** : The tenderer applying for above is to submit EMD of Rs. 50,000/- ( refundable without interest), in the form of Demand Draft/ Bankers Cheque of any Nationalised bank drawn in favour of Principal, G.C.E., Keonjhar payable at Keonjhar failing which the tender shall be rejected summarily. The instrument in original should be necessarily accompanied with the Technical Bid of the service provider.

The successful Tenderer will have to deposit a Performance security deposit of @5% of the contract value only in form of Bank guarantee/Bank draft/bankers cheque drawn in favour of Principal, G.C.E., Keonjhar payable at Keonjhar to cover 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 successfully tenderers.

14. The tendering Service providers are required to enclose photocopies of the following documents ( duly attested by Gazetted Officers of the Central Government/ any Gazetted Officer of the State Government ) along with the Technical Bid, failing which their bids shall be summarily/ out rightly rejected and will be considered any further :

**The Bidders who meets the qualitative requirements specified in the Technical Bid will only be considered for participating in the Commercial Bid. Commercial Bid of the technically disqualified bidders will not be opened.**

1. The conditional bids shall not be considered and will be out rightly Rejected in very first instance.
2. 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 cuttings, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids.



3. The Technical bids shall be opened on the scheduled date and time at 14.02.2025 (At 11.00AM) in the Board room of Principal, GCE, Keonjhar in the presence of the representatives of the Manpower Service providers, if any, who wish to be present on the spot at that time.
4. The Financial Bid of only those tenderers will be opened whose Technical bids are found in order. The Financial bids shall be opened on 15.02.2024 at 11.00AM in the Board Room of Principal, GCE, Keonjhar in the presence of the representatives of the Service providers, if any, who wish to be present on the spot at that time.
5. The service charge should be as per Odisha Government Finance guide line.

The Principal, G.C.E., Keonjhar reserves the right to cancel all OR any of the bids without assigning any reasons there off.

#### **ELIGIBILITY:**

- I. **Status:** -The Bidder shall necessarily be a legal entity either in the form of a sole proprietorship, partnership or a Limited Company or Society registered under the Companies Act or the Society registration Act as the case may be. A proof on the status the bidder has to be submitted. The firm should have Zonal or Regional headquarters in Odisha/Keonjhar or after award of contract to the successful bidder may open a zonal or a regional office in Odisha/ Keonjhar. And should have Valid PASRA Certificate.
- II. **Financial Capacity:** The bidders should have the **minimum turnover of Rupees Five Crore (5 Crore) in average** during the **last three financial years**. The Gross Turnover should be based on providing manpower services or/ and cleaning services. The GTO to be determined as per GST Return (**GSTR-3B/GSTR-9**) of last 3 financial years. Relevant documents supporting the above shall be submitted along with the Technical Bid documents, failing which tenderer shall be treated invalid. The firms must be willing and/or capable to sustain itself financial till bills are processed & payment released.
- III. **Experience:** The Tenderer must have at least three years' experience in the similar work preferably in Housekeeping & Sanitation Work in Educational Institutions.
- IV. **Registration:** The Bidder should be registered under GST Act, Employees Provident Fund Organization, Employees State Insurance Corporation & should possess valid Labour license as per the labour laws. Relevant documents in support of the same shall be submitted along with the Technical Bid. **For security service, the Bidder should have PASRA certificate obtained from Odisha home Department**

**Principal**



**QUALIFICATION OF THE PERSONNEL TO BE DEPLOYED BY THE  
SUCCEESUL SERVICE PROVIDER AT G.C.E., KEONJHAR**

\*\*\*\*\*

1. Minimum Educational Qualification of Placement Officer is MBA with minimum 1 year Experience.
2. Minimum Educational Qualification of Lab.Instructor is Diploma in respective Branch.
3. Minimum Educational Qualification of Lab. Asst.is B.Sc.(Phy./Chem.)/Diploma.
4. Minimum Educational Qualification of Jr. Steno is Graduation with Stenography & Computer knowledge.
5. Minimum Educational Qualification of Jr. Asst. is B.A/B.Sc./B.Com with computer knowledge.
6. Minimum Educational Qualification of Nurse is GNM.
7. Minimum Education Qualification of Pharmacist is D. Pharm/B. Pharm.
8. Minimum Educational Qualification of Lab. Attendant is Matriculate.
9. Minimum Educational Qualification of Driver is Heavy License holder.
10. Minimum Educational Qualification of Electrician is ITI/ Diploma (Elect.)
11. Minimum Educational Qualification of Plumber is ITI/Diploma (Plumber)
12. Minimum Educational Qualification of Asst. Plumber is matriculate.
13. Minimum Educational Qualification of Attendant is under-matric.
14. Minimum Educational Qualification of Mali is under-matric
15. Minimum Educational Qualification of Security Guard is under-matric.

The candidate shall have working knowledge of English and Odia.

*S. S. S. S.*

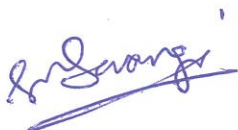
*H. H. H.*

*B.*



**APPLICATION-TECHNICAL BID**  
**For Providing Manpower Services at G.C.E., Keonjhar**

1. Name of Tendering Service Provider :
  
2. Details of Earnest Money Deposit : D.D No. \_\_\_\_\_ dt. \_\_\_\_\_  
of Rs. \_\_\_\_\_ drawn on Bank  
Name \_\_\_\_\_
  
3. Name of Proprietor/Partner/ Director :  
\_\_\_\_\_
  
4. Full Address of Registered Office :  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No.: \_\_\_\_\_ E-Mail Address \_\_\_\_\_
  
5. Full Address of Operating /Branch Office :  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No.: \_\_\_\_\_ E-Mail Address \_\_\_\_\_
  
6. Name & Telephone No. of Authorized Officer/ Person to liaise with Field Office(s) \_\_\_\_\_
  
7. Banker of Manpower Service Provider (Attach certified copy of statement of A/c for the last six months)  
\_\_\_\_\_  
\_\_\_\_\_
  
8. PAN No. (Attach attested copy) : \_\_\_\_\_
  
9. GST Registration No. (Attach attested copy) : \_\_\_\_\_
  
10. E.P.F. Registration No. (Attach attested copy): \_\_\_\_\_
  
11. E.S.I. Registration No. (Attach attested copy) : \_\_\_\_\_







12. PASRA Registration No. (Attach attested copy): \_\_\_\_\_
13. Financial Turnover of the tendering Manpower Service Provider for the below Mentioned Financial Years on similar contract :

Financial Year	Amount (in lakhs)	Remarks, if any
2021-22		
2022-23		
2032-24		

14. Additional desired document/ information, if any (Attach Separate Sheet if space provided is insufficient ):

15. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years i.e. 2021-22, 2022-23, 2023-24 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.	Manpower Service Provider		Amount of contract (Rs. In lakhs)	Duration of Contract	
		Type of manpower provided	No.		From	To

16. Additional information, if any (Attach Separate Sheet, if required) :

Date :

Signature of Authorized Person

Place :

Name :

Seal :

*So. Sarangi* *Thama*

*[Signature]*

## 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 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 :

Signature of Authorized Person

Place :

Name :

Seal :

*Dr. Sevanji*

*Thameer*

*B*



## APPLICATION- FINANCIAL BID

For Providing Outsource non-teaching staff and security Services at G.C.E., Keonjhar

1. Name of Tendering Service Provider : \_\_\_\_\_
2. Rate per person per month ( 8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc. as per Government of Odisha regulations

Sl. No	Manpower Type	Monthly Rate per Employee ( Amount in Rupees)						
		Remuneration *	Employer share of EPF	Employer share of ESI	Other Statutory dues, if any	Service Charge	GST	Total per person
01	Placement Officer	35000						
02	Lab. Instructor	26400						
03	Lab. Assistant	26400						
04	Nurse	15600						
05	Pharmacist	14900						
06	Jr. Steno	13900						
07	Jr. Assistant	13900						
08	Driver	15600						
09	Lab. Attendant	13600						
10	Electrician	15600						
11	Plumber	15600						
12	Asst. Plumber	13600						
13	Security	13600						
14	Mali	12600						
15	Attendant	12600						

- \*The above rate of remunerations may be changed/revised as per Govt. Notifications.

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 into 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 manpower. The party has to make payment to the outsourced persons which will be subsequently reimbursed on submission of bills.







3. Tender of the Bidder quoted less remunerations than the remuneration mentioned above will be rejected.
4. I.T. and other taxes will be deducted as per rule.
5. EPF, ESI, Service tax/GST is to be calculated as per existing Odisha Government rules .Evaluation Committee of G.C.E., Keonjhar is authorized to make corrections in case of wrong calculation made by the bidder in respect of EPF, ESI, SERVICE TAX/GST rate while determining the lowest-01 (L1) bidder. In this regard, the decision of Principal, GCE, Keonjhar is final and binding to all the bidder.
6. The authority reserves the right to reject all tenders without assigning any reason.

S. Sarangi

H. Ramesh

A. B.

## TERMS CONDITIONS

### GENERAL

1. **The period of the contract will be maximum up to three years from the date of issue of work order subjected to satisfaction of the College Authority. Yearly extension must be obtained from the competent authority. However, yearly extension will be made on the execution of the work satisfactorily.**
2. The Agreement may be extended, on the same terms and condition or with some additions/ Deletions/modification, for a further specific period mutually agreed upon by the service provider 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 organization by whatever name be called without the prior written consent of the Authority.
4. The manpower 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 deemed to be breach of terms of Agreement making it liable for legal action besides termination of the agreement.
5. The authority reserves the right to terminate the agreement during initial period also after giving 15 days notice to the manpower service provider.
6. The person deployed shall be required to report for work at office hours (From 9.00AM to 5.00PM with break) and may also require to work beyond 5.00PM for which he would not be paid any extra remuneration.
7. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the authorized officer of G.C.E., Keonjhar so that optimal services of the persons deployed could be availed without any disruption.

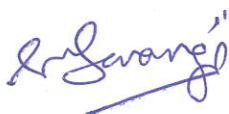
The entire financial liability in respect of manpower service deploy in the G.C.E., Keonjhar shall be that of the manpower service provider and the GCE, Keonjhar, concerned will in no way be liable. It will be the responsibility of the manpower service provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidences as may be required by the GCE, Keonjhar.

8. The payment of remuneration to the manpower has to be through Bank Account only. No cash payment can be made to them.
9. For all intents and purposes, the manpower service provider shall be "Employer" within the meaning of different Rules and Acts in respects of manpower so deployed. The person deployed by the manpower service provider shall not have any claim whatsoever like employer and employee relationship against the GCE, Keonjhar.





- 10 The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The GCE, Keonjhar shall, in no way be responsible for settlement of such issues whatsoever. In case the Grievance of the deployed person are not attended to by the manpower service provider the deployed person can place their grievance before a joint committee consisting of a representative of the Principal, GCE, Keonjhar and authorized representative of the manpower service provider.
- 11 The GCE, Keonjhar shall not be responsible for any financial loss or any injury to any person deployed by the manpower service provider in the course of their performing the functions/duties, or for payment towards any compensation.
- 12 The persons deployed by the manpower 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.
- 13 In case of termination of this Agreement in its expiry or otherwise the persons deployed by the manpower service provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
- 14 The person deployed shall not claim any benefit or compensation or regularization of deployment with office under the provision of rules and acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
- 15 The manpower service provider must be registered with the concerned Govt. Authorities i.e. Labour Department, Provident Fund Authorities, Employees State Insurance Corporation, PASRA etc. and a copy of the registration certificate should be submitted. The manpower 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.
- 16 The manpower service provider shall provide a substitute well in advance if there occurs 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 manpower service provider. The manpower service provider shall be responsible for contributions towards provident fund and employees' state insurance, whatever applicable.
- 17 The person deployed by the manpower service provider should have good police records and no criminal case should be pending against them.
- 18 The person 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 Government College of Engineering, Keonjhar concerned. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed.







## LEGAL

- 1 The person 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 manpower service provider as well as the person deployed liable for penal action under the application laws besides, action for breach of contract.
  - 2 The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the GCE, Keonjhar. The GCE, Keonjhar shall have no liabilities in this regard.
  - 3 The manpower service provider shall also be liable for depositing all taxes levies, cess, etc. on account of service rendered by it to the GCE, Keonjhar to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Attested Xerox copy of such documents shall be furnished to the GCE,Keonjhar.
  - 4 The manpower service provider shall maintain all statutory registers under the law and shall produce the same on demand, to the authority of the GCE,Keonjhar or any other authority under law.
  - 5 The tax deduction at source (T.D.S) shall be done as per the provision as per the income tax act/rule, as amended from time to time and certificate to this effect shall be provided by the GCE, Keonjhar.
- **Note : Registration/License under the Contract labour ( Regulation and Abolition) Act, 1970 is applicable to Manpower Service Provider employing more than 20 workmen.**
- 6 In case the manpower service provider fails to comply with any liability under appropriate law and as a result thereof, the GCE, Keonjhar will be entailed to get itself reimbursed out of the outstanding bills or the performance security deposit of the manpower service provider to the extent to the loss or obligation in monetary terms.
  - 7 The Agreement is liable to terminate because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed person and non-payment of statutory dues. The GCE, Keonjhar will have no liability towards non-payment of remuneration to the person employed by the manpower service provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Institute concerned by the person deployed, the same will be recovered from the unpaid bill or adjusted from the Performance Security deposit.

## FINANCIAL

- 1 The technical bid should be accompanied with an Earnest Money Deposit (EMD) refundable without interest, of Rs. 50,000/- only as per para-08 of Scope of work and

*[Signature]*

*[Signature]*

*[Signature]*



general instructions to the bidders in the form of demand draft drawn in any Nationalized Bank in favour of Principal, GCE, Keonjhar payable at Keonjhar failing which the tender shall be rejected out rightly.

- 22 The Earnest Money Deposit in respect of the agencies which do not qualify the technical bid ( first stage)/ Financial bid (second competitive stage) shall be returned to them without any interest. In case of successful tendered if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of place in the order, the EMD shall stand forfeited without giving any further notice.

The successful Tenderer will have to deposit a Performance security deposit of @5% of the contract value only in form of Bank guarantee/ Bank draft/ bankers cheque drawn in favour of Principal, GCE, Keonjhar payable at any nationalized bank of Keonjhar to cover 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 tenderers. In case of renewal, the amount of performance security deposit is to be determined by the Principal, GCE,Keonjhar taking into account the contractual obligation of the manpower service provider.

- 3 In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the manpower service provider shall be liable to be forfeited besides annulment of the agreement.  
The manpower service provider will be responsible for payment of wages/remuneration/salary to the personnel deployed by them. Each month the Agency shall furnish photocopy of Acquaintance Roll exhibiting payment released to each personnel, attendance sheet duly verified by Supervisor/Establishment Section the bill ( in triplicate). There after it shall be reimbursed by Principal, GCE, Keonjhar after verification.
- 4 The claim in bills regarding employees' state insurance, provident fund, service tax, etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill of the month. A requisite portion of the bill or whole of the bill amount shall be held uptill such proof is furnished,at the discretion of the Principal, GCE, Keonjhar.
- 5 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 manpower service provider shall be deducted from its monthly bills in the succeeding month.
- 6 The authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
- 7 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 next higher Authority or controlling officer for his/her decision and the same shall be binding on all parties.
- 8 All disputes shall be under the jurisdiction of the High Court at Cuttack.

Pr. Savangi  
Pr. Name:

B



9. The successful bidder will enter into an agreement with Principal, GCE, Keonjhar for supply of suitable and qualified manpower as per requirement of GCE, Keonjhar on the above terms and conditions.

## **DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID**

- A.** The Tenderer shall submit the documents showing the category of Tenderer, whether Proprietary Firm, Registered Firm, Registered Partnership Firm, Private Limited Company, Public Limited Company, Co- Operative Society etc. as for instance:
- I.** Attested copy of affidavit of Sole Proprietary, in case of Proprietary Firm,
  - II.** Attested copy of Partnership deed along with amendments if any and proof of registration if any, in case of Partnership Firm,.
  - III.** Memorandum & Articles of Association, Certificate Incorporation, Authorized, and Subscribed and paid up capital, in case of Limited Companies
  - IV.** Attested copy of the certificate of registration from the Registrar of Co-Operative societies.
- B.** RPFC Registration Code if any.
- C.** Documentary proof of the registered office or one of the branch offices of the manpower service providers located in Odisha.
- D.** PASRA registration certificate fro Odisha home Department. (For security service).
- E.** Registrations with EPF with proof of up to date payment of Employer and employee's shares.
- F.** Registrations with ESI with proof of up-to-date payment of Employer and employee's shares.
- G.** Copies of Audited Balance Sheet, Profit & Loss Account and Income Tax Returns of the preceding last 3 financial years attested by a Licensed Chartered Accountant. Copies of **GSTR-3B/GSTR-9** for the last 3 financial years.
- H.** Self-attested copies of Bank Passbook into which payment shall be made in Mandate form with last six-month payment details in the bank statement
- I.** Self-attested copies of PAN card with Income Tax clearance certificates of the preceding last 3 financial years.
- J.** Self-attested copy GST Registration Number.
- K.** Self-attested copies of Labour License particulars under Contract Labour (Regulations and Abolition) Act, 1970 held under previous contract if any or copy of registration under Shop & Establishment Act.
- L.** Details of previous similar work experience and performance certificate from institutions to which such service were supplied during the preceding last 3 financial years.

*J. Savangi* *R. Ramesh*

*[Signature]*

- M. Copy of the IT return filed for the last three financial years i.e.2021-22, 2022-23,2023-24.
- N. EMD as mentioned in para-08 of the scope of work of the tender document in shape of Demand draft/ Bankers cheque In favor of Principal, GCE, Keonjhar
- O. DD/Bankers cheque payable at Keonjhar amounting to Rs. 5000/- in Tender Document down loaded from web site.
- P. Tender Document duly signed and sealed by the authorized person of the service provider in each page as a token of acceptance of all terms and condition of the Bid.

Q. Any other documents considered fit for giving weightage.

R. The Tenderer has to furnish information in separate sheet about any Officer/ Proprietor/ Partner/ Director of Firm/ Company being an employee, past or present or relationship of any employee of GCE, Keonjhar. He/ She shall also intimate whether any Tenderer or any other Proprietor, Partner, Director, Shareholder or His/ Her spouse working as contractor in GCE, Keonjhar or in any Govt. department/ Public undertaking has been Black listed/ Removed from approved list of Contractors/ Demoted to lower class of job/ or under orders for ban of suspension of business with him/ them.

**Note:** The original documents will be produced for verification at the time opening and scrutiny of the Tender documents. Tender by a partnership firm shall be signed in the firm's name by one of the partners duly authorized by other partners. Tender by a Joint Stock Company shall be signed in the name of the company, by a person duly authorized on its behalf. A power of attorney or other satisfactory proof showing that the person signing the tender document on behalf of the company is duly authorized to do so shall accompany the Tender. Tender submitted without furnishing the full particulars or tender documents without strictly adhering to the directions given herein shall be rejected.

#### Technical Bid Evaluation:

The College shall follow quality and cost based selection bid evaluation system (QCBS) where both the Technical Bid and Financial Bid shall be considered for evaluation after qualifying in the Technical Bid as per prescribed criteria.

For Technical Bid evaluation, points will be given on the basis of the criteria as listed in given table.

The Technical Bid shall have 60% weightage out of 100 marks. The bidders securing 60% of the total marks assigned to Technical Bid (i.e. 36/60) shall be declared qualified in the technical evaluation. Marks assigned to bidders by the appropriate committee and approved by competent authority, GCE, Keonjhar shall not be questioned by any bidder.

#### Technical evaluation would be based on the following criteria

S.N.	Description	Score
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1	Profile of company & number of years in business Max Score:15	2 Marks for each year in operation for every year in similar work.
2	No. of similar works executed (Last 3 years) Max Score:10	1 Mark for each work order.
3	No. of persons supplied in a single order (Last 3 years) Max Score:20	10to 30 Persons: 10 Marks 30 to 50 Persons: 15 Marks More than 50 Persons: 20 Marks
4	Annual Turnover in average (Last 3 years) Max Score:15	Greater than & equal to 5 Crore and Less than & equal to 7 Crore: 2 Marks Greater than 7 Crore and Less than & equal to 10 Crore: 4 Marks Greater than 10 Crore and Less than & equal to 15 Crore: 6 Marks Greater than 15 Crore and Less than & equal to 20 Crore: 10 Marks More than 20 Crores: 15 Marks
		Total Technical Score:60

### Financial Bid Evaluation

The financial bid (BOQ) shall be in separate form only. The Financial Bids (BOQ) of all technically qualified Bidders shall be opened on the scheduled date, venue and time mentioned in notice.

1. Tenders containing overwriting or erasing, without authentication and without full signature on each pages of the "Schedule of Rates", Financial Bid and without the amount / quantity being shown in figures and words as well will be liable to rejection.
2. The rates quoted in the tender by the tenderer shall be in figure as well as in words. In case of discrepancy in the rate/amount between figure and words, the value written in words shall be taken as finally quoted rate/s/ amount.
3. Tenders/s with rates in units different from those prescribed in "Schedule of Rates" will be liable to rejection. BOQ not received in the prescribed format shall be liable to rejection.
4. The rate in the tender shall cover/ include all statutory duties/taxes/levies, as on date of tender, except GST.
5. The minimum/ maximum service charges should be proposed/ quoted as per the Finance Department Office Memorandum No.- 19595/ Dated: 11.07.2023. Failing which the









financial bid will not be accepted.

**The bidders who qualify in the technical evaluation may remain present at the time of opening of Financial Bids.**

The Financial Bids of all qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids.

Absence of bidders or their authorized representatives shall not impair the legality of the process.

**The financial bid shall have 40% weightage out of 100 marks which shall be judged on the basis of service charge/agency commission percentage claimed by the bidders. The lowest qualified bidder shall get highest marks (40/40) and others getting proportionately**

### **Final selection of process**

Selection will be made based on the highest score. [Technical evaluation (60)+ Financial Bid score (40)]

Incase more than one bidder gets the same highest score, then the agency with the highest turnover in the last financial year (2023-2024) shall be awarded the contract

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER.**

1. List of Manpower shortlisted by agency for deployment in G.C.E., Keonjhar will be submitted at G.C.E., Keonjhar containing full details i.e. date of birth, marital status, address, educational qualifications etc.
2. Bio-data of all persons
3. Any other document considered relevant.

**AGREEMENT**

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

This agreement is made on the \_\_\_\_\_ day of \_\_\_\_\_ between the Principal, GCE, Keonjhar represented by \_\_\_\_\_ herein after referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors or assigns of the one part.

**And**

M/s \_\_\_\_\_ represented by Sri \_\_\_\_\_ Herein after called the "Outsource non-teaching staff and security Service Provider" which expression shall where the context so requires or admits also include its successors or assignees of the other part.

Whereas, the "Authority" desire that the service of \_\_\_\_\_ are required in \_\_\_\_\_ (Principal, GCE, Keonjhar) Department/office.

And whereas the "Manpower Service Provider" has offered its willingness to the same in conformity with the provision of the agreement.

And whereas the "Authority" has finalized the rate as per the terms and conditions of the agreement to the Manpower Service Provider.

Now this agreement witnesses as below :-

1. That the annexure containing the terms and conditions shall be deemed to form and to be read and constructed as part of this agreement.
2. That in consideration of the payment to be made by the authority to the "Manpower Service Provider", the "Outsource non-teaching staff and security Service Provider" hereby agrees with the "Authority" to provide personnel to be engaged as \_\_\_\_\_ in the \_\_\_\_\_ (name of the office) in conformity with the provisions of the terms & conditions.
3. That the "Authority" hereby further agrees to pay the Service Provider the contract price at the time and in the manner prescribed in the said terms & conditions.
4. That in the even of any dispute that may arise it shall be settled as per the terms and conditions of the contract.
5. That this agreement is valid upto \_\_\_\_\_.

**IN WITNESS WHEREOF** the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

Signature of the officer authorized to sign on behalf of service provider

Signature of the officer authority and on behalf of Principal, GCE.

In the presence of witness

Witness

Witness

1. Name : \_\_\_\_\_  
Address : \_\_\_\_\_
2. Name : \_\_\_\_\_  
Address : \_\_\_\_\_

1. Name : \_\_\_\_\_  
Address : \_\_\_\_\_
1. Name : \_\_\_\_\_  
Address : \_\_\_\_\_

**ANNEXURE**



## TERMS & CONDITIONS OF THE AGREEMENT

01. **The period of the contract will be maximum up to three years from the date of issue of work order subjected to satisfaction of the College Authority. Yearly extension must be obtained from the competent authority. However, yearly extension will be made on the execution of the work satisfactorily.**
02. The Agreement may be extended, on the same terms and condition or with some additions/ Deletions/modification, for a further specific period mutually agreed upon by the manpower service provider and authority.
03. The manpower service provider shall not be allowed to transfer, assign, pledge or subcontract 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.
04. The manpower 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 deemed to be breach of terms of Agreement making it liable for legal action besides termination of the agreement.
05. The authority reserves the right to terminate the agreement during initial period also after giving 15 days notice to the manpower service provider.
06. The person deployed shall be required to report for work at office hours (From 9.00AM to 5.00PM with break) and may also require to work beyond 5.00PM for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late/ leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
07. The person deployed may be called on holidays to attend duty and shall not paid extra remuneration by this office on attending such duty.
08. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the authorized officer of G.C.E., Keonjhar so that optimal services of the persons deployed could be availed without any disruption.
09. The entire financial liability in respect of manpower service deploy in the G.C.E., Keonjhar shall be that of the manpower service provider and the GCE, Keonjhar, concerned will in no way be liable. It will be the responsibility of the manpower service provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidences as may be required by the GCE, Keonjhar.
10. The payment of remuneration to the manpower has to be through Bank Account only. No cash payment can be made to them.
11. For all intents and purposes, the manpower service provider shall be “ Employer” within the meaning of different Rules and Acts in respects of manpower so deployed. The person deployed by the manpower service provider shall not have any claim whatsoever like employer and employee relationship against the GCE, Keonjhar.







12. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The GCE, Keonjhar shall, in no way be responsible for settlement of such issues whatsoever. In case the Grievance of the deployed person are not attended to by the manpower service provider the deployed person can place their grievance before a joint committee consisting of a representative of the Principal, GCE, Keonjhar and authorized representative of the manpower service provider.
13. The GCE, Keonjhar shall not be responsible for any financial loss or any injury to any person deployed by the manpower service provider in the course of their performing the functions/duties, or for payment towards any compensation.
14. The persons deployed by the manpower 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.
15. In case of termination of this Agreement in its expiry or otherwise the persons deployed by the manpower service provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
16. The person deployed shall not claim any benefit or compensation or regularization of deployment with office under the provision of rules and acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
17. The manpower service provider must be registered with the concerned Govt. Authorities i.e. Labour Department, Provident Fund Authorities, Employees State Insurance Corporation, PASRA etc. and a copy of the registration certificate should be submitted. The manpower 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.
18. The manpower service provider shall provide a substitute well in advance if there occurs 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 manpower service provider. The manpower service provider shall be responsible for contributions towards provident fund and employees' state insurance, whatever applicable.
19. The person deployed by the manpower service provider should have good police records and no criminal case should be pending against them.
20. The person 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 Government College of Engineering, Keonjhar concerned. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed.
21. The person 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

S. Sarangi

A. Prasad

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condition shall make the manpower service provider as well as the person deployed liable for penal action under the application laws besides, action for breach of contract.

22. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the GCE, Keonjhar. The GCE, Keonjhar shall have no liabilities in this regard.
23. The manpower service provider shall also be liable for depositing all taxes levies, cess, etc. on account of service rendered by it to the GCE, Keonjhar to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Attested Xerox copy of such documents shall be furnished to the GCE,Keonjhar.
24. The manpower service provider shall maintain all statutory registers under the law and shall produce the same on demand, to the authority of the GCE,Keonjhar or any other authority under law.
25. The tax deduction at source (T.D.S) shall be done as per the provision as per the income tax act/rule, as amended from time to time and certificate to this effect shall be provided by the GCE, Keonjhar or office concerned.

In case the manpower service provider fails to comply with any liability under appropriate law and as a result thereof, the GCE, Keonjhar will be entailed to get itself reimbursed out of the outstanding bills or the performance security deposit of the manpower service provider to the extent to the loss or obligation in monetary terms.

26. The Agreement is liable to terminate because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed person and non-payment of statutory dues. The GCE, Keonjhar will have no liability towards non-payment of remuneration to the person employed by the manpower service provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Institute concerned by the person deployed, the same will be recovered from the unpaid bill or adjusted from the Performance Security deposit.





