



**OFFICE OF THE COLLECTOR & DM: NABARANGPUR
(ST & SC DEVELOPMENT SECTION)**

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No. 775 /2022

Date. 02/05/2022

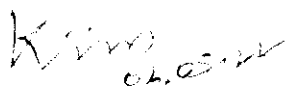
TENDER CALL NOTICE

Sealed tenders are invited from interested reputed Recruitment Agencies for selection of HR Service Providers for hiring Manpower under different Legal Aid Cells for block level and District Welfare Office, Nabarangpur and on monthly remuneration basis. The period of engagement may be extended subsequently if the service rendered by the manpower would be found satisfactory.

The interested Service Provider may submit the sealed tender papers in the prescribed format to the office of the "District Welfare Officer, ST & SC Development Section, Collectorate, Nabarangpur, Dist-Nabarangpur, PIN-764059" only through Speed Post / Regd. Post on or before dt. 18-05-2022 till 5.00 P.M.. The Tender Paper can be downloaded from the district NIC website www.nabarangpur.nic.in and the Service Provider must submit Bank Draft of Rs. 1000/- towards the cost Tender Paper in shape of SBI Bank Draft drawn in favour of District Welfare Officer, Nabarangpur, Payable at SBI, Nabarangpur along with the Tender Paper. The Sealed Tender Paper should be super scribed with "SELECTION OF HR SERVICE PROVIDER FOR HIRING MANPOWER FOR LEGAL AID CELLS OF NABARANGPUR DISTRICT". The tender papers duly filled in all respect should reach the office of the undersigned on or before 18-05-2022 by 05.00 P.M and shall be opened on 20-05-2022 at 11.00 AM in presence of the bidders or their authorized representatives in the Ashok Mehta Conference Hall, Collectorate, Nabarangpur.

For eligibility criteria, scope of work, timelines and other relevant details please refer the Tender Document.

Sl No.	Particular	Date
1.	Issuance of Tender Document	
2.	Last Date and Time for receipt Bid	<u>18/05/2022.</u>
3.	Paper Cost for Tender Call Notice (Non-refundable)	Rs.1000/-
4.	Earnest Money Deposit	Rs.20000/-
3.	Technical Bid Opening	<u>20-05-2022</u>
4.	Financial Bid Opening	<u>20-05-2022</u>


COLLECTOR, NABARANGPUR

ELIGIBILITY/QUALIFYING CRITERIA FOR THE HR SERVICE PROVIDER :

1. The Bidder shall be incorporated or registered as a Partnership Firms, Private Limited Company, Public Limited Company, or Society/trust since last 5 years. Incorporation/Registration certificate along with MoA/Bylaws (or similar legal document) should be furnished as documentary proof.
2. The bidder shall have valid registration under Service Tax Rules, Income Tax, EPFO,ESI Corporation and under Labour Act. The copies of Service Tax Registration Certificate, Permanent Account Number (PAN), Labour registration certificate, EPF registration certificate and ESI registration certificate should be furnished as documentary proof.
3. The average annual turnover of the bidder for the past 3 years immediately preceding the current financial year should not be less than Rs. 50,00,000 /- ~~1000~~ per annum. A copy of the Audited Balance Sheet & Profit & Loss A/c, duly authenticated by a practicing CA to prove the bidder's turnover must be submitted with the Technical Bid.
4. The Company must have filed Income Tax returns for last 3 years immediately proceeding the current financial year. Copy of Income Tax Return should be furnished as documentary proof.
5. The bidder shall have registered office in India and an office in Odisha.
6. The bidder shall have been in the business of providing human resources/ placement services for at least more than 3 years. A list of clients being served or served in the past by the bidder must be provided with the Technical Bid in the prescribed format along with documentary proof.
7. The bidder shall not have been black listed by any State Government or Central Government. A self-declaration to this effect shall be submitted by the bidder in the prescribed format.
8. The bidders are required to submit the non-refundable tender document fee of Rs.1000/- in shape of an account payee Demand Draft in favour of the District Welfare Officer, Nabarangpur and payable at SBI,Nabarangpur along with the Tender Paper. Proposals received without or with inadequate fees shall be rejected.
9. Bidder shall submit ,along with their Techical Bids, EMD of Rs.20,000/- only, in the shape of an account payee Demand Draft issued by any Nationalized bank in favour of the District Welfare Officer, Nabarangpur payable at SBI, Nabarangpur, and shall be valid for 90 days from the due date of the tender/tender paper.
10. EMD of all unsuccessful bidders would be refunded by the District Welfare Officer, Nabarangpur within 180 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be kept as part of Performance Guarantee till acceptance of final deliverable.
11. The EMD may be forfeited; if a bidder withdraws its bid during the period of bid validity.
12. The Tender paper submitted without EMD, mentioned above, will be summarily rejected.
13. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper, if found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

SUBMISSION OF BIDs:

14. Sealed cover containing the Technical and Financial Bid/Proposal separately with caption **“SELECTION OF HR SERVICE PROVIDER FOR HIRING MANPOWER FOR DIFFERENT LEAGL AID CELL OF NABARANGPUR DISTRICT”** shall be addressed to The District Welfare Officer, Collectorate, Majhiguda, Nabarangpur, Pin-764059.
15. The bidders shall submit their tender paper as per the prescribed format given in this tender paper in the following manner.
Envelope 1: Original Hard copy of Technical Proposal with EMD Demand Draft [Form 1 to form 4]

Envelope 2: Original Hard copy of financial proposal Bid [Form 5 to Form 7]
16. The Technical Proposal and Financial Proposal should be covered in separate sealed envelopes super-scribing “Technical Bid” and Financial Bid” respectively.
17. The two envelopes containing copies of Technical Proposal and Financial Proposal shall be put in another single sealed envelope clearly marked with caption **“SELECTION OF HR SERVICE PROVIDER FOR HIRING MANPOWER FOR DIFFERENT LEAGL AID CELL OF NABARANGPUR DISTRICT”**. The outer envelope shall clearly indicate the name, address, telephone number, E-mail ID and fax number of the bidder.
18. All the pages of the Technical Proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiencies in the documentation may result in the rejection of the bid.
19. The proposal shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initiated by the person who signs the tender paper.
20. All pages of the proposal shall be initiated and stamped by the person or persons who sign the bid.
21. Bid received after the due date and the specified time for any reason whatsoever, shall be rejected.
22. The District Administration/ DWO shall not be responsible for any postal delay or non-receipt/non-delivery of the documents. No further correspondence on the subject will be entertained.
23. The District Administration/ DWO reserve the right to modify and amend any of the stipulated condition/criterion.
24. The proposal /Bid Document shall be accompanied by a Letter of Authorization in the name of the signatory of the proposal/Bid document who can bind the Firm/ Company.
25. The District Administration/ DWO may terminate the Tender process at any time and without assigning any reason thereof. The submission of tender paper does not constitute an offer to the District Administration/ DWO. The bidder's participation in this process may result in selection of the bidder to engage towards execution of the contract.

GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSAL

26. In the Technical Proposal, the bidder should provide details of professional competence, past experience of assignments of similar nature along with supporting documents in this regards. Formats have been prescribed for submission of some of the information and must be adhered to.

The technical proposal should accordingly include the following:

- Compliance Sheet of Technical Bid (Form 1)
- Bid Letter-Technical Bid (Form 2)
- Particulars of the Bidders Profile (Form 3)
- List of Projects Executed (Form 4)
- Other Documentary Evidences as required (please refer Form 1)

FINANCIAL PROPOSAL

- The Financial Proposal is to be submitted in prescribed formats as provided in form 5 &6.
- The financial proposal should accordingly include the following:
 - Compliance Sheet of Financial Bid (Form 5)
 - Bid Letter- Financial Bid (Form 6)
 - Financial Bid submission format (Form 7)

27. DETAILS OF HR POSITIONS, JOB-RESPONSIBILITY, REMUNERATION

Sl No	Position	No. of posts	Qualification	Others	Monthly Remuneration (in Rs.)	Job-description
1	2	3	4	5	6	7
1	Data Entry Operator	11	Any Graduate with PGDCA	1-3 years of experience in data entry	Rs.11100/- (excluding all taxes)	Prepares compiles and sorts documents for data entry. Verifies and logs receipt of data. Transcribes source data into the required electronic format. Performs high-volume data entry using word processing, spreadsheet, database or other computer software. Completes additional assigned tasks as required.

Kim 02.05.22
COLLECTOR, NABARANGPUR

FORMATS FOR SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSAL

FORM 1: Compliance Sheet for Technical Bid

Tender Call Notice No.: _____ dated. _____.

Please check whether following have been enclosed in the respective covers, namely, letter of Technical Bid.

Sl No	Eligibility Compliance Document	Provided (Yes/No)	Page No in the Technical Bid
1	Copy of Certificate of Incorporation/Registration/Partnership Deed, MoA/By-Laws		
2	Copy of Service Tax Registration Certificate		
3	Copy of PAN		
4	Copy of Labour Registration Certificate		
5	Copy of EPF Registration Certificate		
6	Copy ESI Registration Certificate		
7	Copy of Audited Balance Sheet and Profit & Loss Account; showing the relevant trade as proof of Annual Turnover of last three financial years.		
8	Copy of Income Tax Return of previous three financial years.		
9	List of projects Executed (Form 4) as per point 6 of the Section 3.		
10	Copy of work orders from the client		
11	Tender Paper Cost(DD No: _____, Amount, Bank _____, Date, _____)		
12	Earnest Money (DD No: _____, Amount, Bank _____, Date, _____)		
13	Bid Cover letter & Acceptance of term * conditions contained in the tender documents (Form 2)		
14	Particulars of the bidder (Form 3)		
15	Self-Declaration of not being ineligible/blacklisted (on the letter head of the Agency)		
16	Authorization letter in the name of the Authorized signatory		

Company seal & signature of witness Signature of the Tenderer
Date:
Place:

FORM 2: Bid Letter (Technical Bid)

Tender Call Notice No.: _____ **dated.** _____.

To,

The District Welfare Officer
Nabarangpur

Subject: Submission of the Technical bid for selection of HR Service Provider for hiring of manpower for different Leagl Aid Cell of Nabarangpur District.

Dear Sir,

We the undersigned, offer to provide our services on your Tender Call Notice vide No. _____ dated. _____. We are hereby submitting our proposal, which includes this Technical bid and the Financial Bid sealed in separate envelopes.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our tender is accepted, to initiate the implementation services related to the assignment not later than the date indicated in Fact sheet.

We agree to abide by all the terms and conditions of the tender document. We would hold the terms of our bid valid for 180 days as stipulated in the tender paper document.

We understand you are not bound to accept any tender you receive.

Yours sincerely,

Authorized Signature (In full and initials): Name and Title of Signatory:

Name of Firm:

Address:

Location:

Date:

FORM 3: Particulars of the Bidder (Technical Bid)

Tender Call Notice No.: _____ dated. _____.

- Name of the Organization:
- Legal Status of Organization:
- Address of Corporate/ National Office:
- Address of Office in Odisha:
- Telephone No. & Fax No.:
- Email Address :
- Website :
- Registration No. of Certificate of Incorporation & Date:
- Service tax Registration No.:
- Permanent Account Number of Income tax & date of Regn. :
- Registration No. of Labour regn. Certificate & Date of Regn. :
- Registration No. of EPF Regn. Certificate & Date of Regn. :
- Registration No. of ESI Regn. Certificate & Date of Regn. :
- No. of years of experience as HR service Provider :
- Date of first assignment as HR service provider (dd/mm/yyyy) :
- Date of first assignment as HR service provider for Govt. Dept. (dd/mm/yyyy) :
- Audited Annual Turnover (Rs.) in last three years

Year	From supply of manpower to Government/PSU sector	From Other Services/ sources	Total Turnover
2012-13			
2013-14			
2014-15			

- No. of Manpower deployment assignments executed in last 3 years (2012-13,2013-14, 2014-15)

Value of each Assignment	2012-13	2013-14	2014-15
Upto Rs.10 lakhs			
>Rs.10 Lakhs<=Rs.15 Lakhs			
>Rs.15 lakhs<=Rs.30 Lakhs			
>Rs.30 lakhs			

- No. of assignments executed as manpower deployment in Govt. Sector in last 3 years (2012-13,2013-14,2014-15)

Year	No. of Assignments Executed in Govt. Sector
2012-13	
2013-14	
2014-15	

- Number of full-time Employees in the Organization :

Technical/Managerial	Support Staff

Company seal & signature of witness Signature of the Tenderer

Date:

Place:

FORM 4: Format for list of Projects Executed

Tender Call Notice No.: _____ dated. _____.

**Details of experience of carrying out assignments as HR service provider in Govt. Sector
(in chronological order for LAST 3 YEARS)**

Sl No	Work Order Date	Description of Assignment as per Work Order	Name of Issuing Authority	Duration of Assignment			Value of Assignment (in Rs.)	Work order attached (Page No.)
				Start date	End Date	Total duration of Assignment in Months		

Details of experience of carrying out assignments as HR service provider in Private Sector (in chronological order FOR LAST 3 YEARS)

Sl No	Work Order Date	Description of Assignment as per Work Order	Name of Issuing Authority	Duration of Assignment			Value of Assignment (in Rs.)	Supporting Documentary evidence Work Order or Certificate from Agency attached (Y/N) & page no.
				Start date	End Date	Total duration of Assignment in Months		

Note: The information provided in the table A must be supported by relevant work order copy.

Company seal & signature of witness Signature of the Tenderer

Date:

Place:

FORM 5: Compliance Sheet for Financial Bid.

Tender Call Notice No.: _____ dated. _____.

Please check whether following have been enclosed in the respective covers, namely, letter of Financial Bid.

- a. Bid Letter (Financial Bid)
- b. Financial Bid

Company seal & signature of witness Signature of the Tenderer
Date:
Place:

FORM 6: Bid Letter (Financial Bid.)

Tender Call Notice No.: _____ dated. _____.

To,

The District Welfare Officer
Nabarangpur

Subject: Submission of the Technical bid for selection of HR Service Provider for hiring of manpower for different Legal Aid Cells of Nabarangpur District.

Dear Sir,

We, the undersigned, offer to provide our services for hiring of manpower for different Legal Aid Cell of Nabarangpur District in accordance with your Tender Document vide Tender Call Notice No. _____ dtd. _____ and our Bid (Technical and Financial Bid). Our Financial Bid is attached herewith for your kind reference .

➤ **PRICE AND VALIDITY :**

All the prices mentioned in our Tender are in accordance with the terms as specified in the tender paper documents. We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section in the tender paper. All the prices and other terms and conditions of this Bid are valid minimum for a period 180 days from the date of opening of the Bid. Subject to further extended period as mutually agreed upon.

We hereby confirm that our prices do not include any taxes and duties.

We understand that the actual payment would be made as per the existing tax rates during the time of payments.

➤ **UNIT RATES:**

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to/decrease from the scope of work under the contract.

➤ **QUALIFYING DATA**

We confirm having submitted the information as required by you in your instruction to Bidders. In case you require any other further information/documentary proof in this regards before evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

➤ **BID PRICE**

We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section [2] in the Tender Paper. These prices are indicated at Financial Bid attached with our Tender as part of the Tender.

We understand you are not bound to accept any tender you receive.

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

Thanking you, we remain

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of the Firm:

Address:

FORM 7: Financial Bid Submission Format

Tender Call Notice No.: _____ dated. _____.

Unit Rate/Value must be quoted below exclusive of any taxes and duties. The Financial Bid will be evaluated as per Total Value of the bid exclusive of taxes & duties.

Position	No. of posts.	Monthly Remuneration per person	Value of Service Charges per position/per month (in INR)	Total Service Charges per month for all positions
A	B	C	D	E=(B X D)
Data Entry Operator	11	Rs.11,100/-		

Amount in Words:

Company seal & signature of witness Signature of the Tenderer

Date:

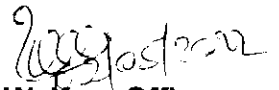
Place:

Memo No: 776 /2022

Dated 02-05-2022.

Copy to Notice Board of this office for wide publicity of the Tender call Notice.

Copy to D.I.O, NIC, Collectorate, Nabarangpur for information. He is requested to hoist the above Tender Call Notice from dated 03-05-22 to 18-05-22 in the District website for wide publicity.


District Welfare Officer,
Nabarangpur

Memo No: 776(1) /2022

Dated 02-05-2022

Copy submitted to the Addl. District Magistrate, Nabarangpur for kind information.


District Welfare Officer,
Nabarangpur

Memo No: 777 /2022

Dated 02-05-2022.

Copy submitted to the PA, ITDA, Nabarangpur/ Sub Collector Nabarangpur/ Block Development Officer, Nabarangpur for kind information and necessary action with request to display the tender call notice in their office notice board for its wide publicity.


District Welfare Officer,
Nabarangpur