

ODISHA MADHYAMIK SIKSHA MISSION
18, Forest Park, Bhubaneswar-751009

EXPRESSION OF INTEREST (EOI) DOCUMENT FOR SELECTION OF SERVICE
PROVIDERS TOWARDS SUPPLY OF SECURITY GUARDS, DATA ENTRY
OPERATORS (DEO),OFFICE ASST,PEON & SWEEPER -2014

ODISHA MADHYAMIK SIKSHA MISSION
18,Forest Park,Bhubaneswar-751009

No. 1857/FIN/13
88/OMSM(RMSA)/2013

Dated. 27/12/2013

EXPRESSION OF INTEREST (E.O.I)

Sealed Expression of Interest (E.O.I) are invited from Agencies possessing valid Registration and Certification under Contract Labour (Regulation and Abolition) Act 1970, ESI Act 1948, EPF& MP Act 1952, Service Tax Act and PAN No. etc. for providing Security guards , Data Entry Operators (DEO),Peon, Sweeper & Office Asst to the above Organization. The last date of receipt of sealed tender is 26/01/2014 up to 3.00 PM.

Interested and eligible parties may down load EOI/BID DOCUMENT from website *www.ori.nic.in* and apply immediately.

-Sd/-

STATE PROJECT DIRECTOR

EOI/ BID DOCUMENT

Odisha Madhyamika Siksha Mission (OMSM) being the Apex State Level Society is implementing RMSA in all 30 Districts of Orissa.

OMSM desires to hire services of Security Guards (Civilian), Data Entry Operator (DEO), Office Asst.& peons from Agency possessing valid Registration and Certification under the relevant statutes including the Contract Labour (Regulation & Abolition) Act 1970, ESI Act 1948 and the Employees' Provident Fund & Miscellaneous Provisions Act 1952, Service Tax Act & PAN no. etc. as per specification mentioned below for a period of one year on contract basis. The Agencies having (a) minimum of 05 years of experience for engaging not less than 150 personnel (security guard, DEO etc.) per annum, (b) valid Labour Registration Certificate issued by the Government (c) Annual Gross Turn over of minimum Rs.20 (Twenty) lakhs in last 02 financial years i.e. 2011-12 and 2012-13 (d) valid EPF & ESI Code No. and (e) valid PAN and (f) valid Service Tax Registration no. may apply.

SPECIFICATION:

Sl.no.	Category	Approximate nos. (per day)
1.	"Civilian Security Guards" (08 hourly duty) (Semi skilled)- Minimum 02 years of experience as Civilian Guard	5 nos. (five)
2.	"Office Asst"	02 no. (Two)
3.	"Data Entry Operators"	20 nos (Twenty))
4.	"Peon"	10 nos(Ten)

The numbers may increase or decrease as per requirement of OMSM from time to time.

The tender will be in 02 parts, i.e. (A) TECHNICAL BID AND (B) COMMERCIAL BID which are to be submitted in 02 separate sealed covers. The covers are to be superscribed accordingly with statements in capital letter as "APPLICATION FOR EOI FOR PROVIDING MAN POWER " "TECHNICAL BID"/ "COMERCIAL BID". Both Technical and Commercial Bids should be submitted in another sealed cover superscribing in capital letter as "APPLICATION FOR EOI FOR PROVIDING MANPOWER -2014".

PART-(A) TECHNICAL BID

The bidder may furnish the TECHNICAL BID as per the following format along with copy of self attested DOCUMENTARY EVIDENCE.

1. Name of the Agency
2. Full Postal Address
3. Date of Registration (self attested copy of registration certificate issued by Competent Authority to be attached).
4. EPF Code No. (self attested copy of EPF Code issued by Competent Authority to be attached)
5. ESI Code No. (self attested copy of ESI Code issued by Competent Authority to be attached)
6. Labour Registration Certificate issued by Govt. Such certificate should bear the strength of staff not less than 150 in numbers. (Self attested copy of the registration certificate issued by Govt. to be attached)
7. Valid licence under Odisha Shop & Commercial Estt. Act for Khorda district & Valid licence under Contract Labour & Abolition Act, 1970 throughout the state. Documentary evidence in support of minimum 05 years experience for engaging not less than 150 no. of personnel per annum to be attached.
8. Enclose Photocopy of Audited Balance Sheet & Profit Loss A/c of the Agency for FY 2011-12 & 2012-13 in support of Annual Gross turn over of minimum Rs.20 (Twenty) lakhs duly audited by certified CA firms.
9. Nos. of Single Contract Value of more than Rs.5.00 lakhs per Annum in last year in providing security guard, if any.
10. Present area of Operation- Details of security staff deployed in different Organizations.
11. The registered office or one of the branch offices of the man power service provider should be located at Bhubaneswar.
12. Minimum Educational qualification for Data Entry Operator, Office Asst will be Graduation in any discipline and for peon, sweeper & watchman will be 10th pass. The office assistant should be well conversant with computer and well trained with Ms-Office & Internet. The Data Entry Operator should have a speed of 4000 characters/min & essentially well trained in Ms-Office, Internet & LAN Function.

13. Cost of tender paper amounting to Rs.525/- (Five Hundred twenty five only) including 5% VAT & EMD of Rs.20,000/- (Rupees Twenty Thousands only) to be furnished separately in shape of Bank Draft along with the qualified bid drawn in favour of "State Project Director,OMSM" payable at "Bhubaneswar".
14. Details of recognition / awards received if any from different Organisations with documentary evidence.
15. Details of PAN and Service tax Regn. no. allotted to the organization with documentary evidence.

Place
Date:

Full Signature of the Bidder
(Name & Designation in Capital Letter)
with Seal Mention Mobile & Telephone Nos.

N:B- The Bidders who meets the qualitative requirements specified in the Technical Bid as herein above will only be considered for participating in the Commercial Bid and bidders failing to submit the specified documents shall be rejected.

PART-(B)- COMMERCIAL BID

Commercial Bid as per prescribed format duly filled in shall be submitted in a separate sealed envelope, as enclosed herewith FORMAT-'A'.

The bidder should quote their rates and fill-up the format carefully.

Place:
Date:

Full Signature of the Bidder
(Name & Designation in Capital Letter)
With seal

C. GENERAL TERMS & CONDITIONS:

1. The EOI/BID will be received up to 3.00 PM of 26/01/14 only through SPEED POST /COURIER addressed to “The State Project Director, Odisha Madhyamika Siksha Mission,18,Forest Park,Bhubaneswar-751009” and no personal deposit shall be entertained. EOI/BID received after schedule date and time shall not be accepted. Authority is not responsible for any postal delay.
- .2. The Agency has to quote the rate both in words and figures providing services per person on monthly basis.
3. The successful Agency will be required to sign an Agreement with the State Project Director,OMSM,18,Forest Park,Bhubaneswar-751009 within 07 days of receipt of work order to provide manpower service in the approved rate .The Agreement will be valid for one year out of which first 03 months shall be the probation period. **OMSM will be free to terminate the contract agreement before expiry of the probation period if services provided are not satisfactory.** It can be terminated by either of the party serving one month notice.
4. The successful Agency has to furnish performance security @ 5% of the contract price in shape of Bank Draft within 07 days from the date of receipt of work order.
5. OMSM will not take any responsibility for absorbing or regularizing the personnel in OMSM for their duties done.
6. The Agency will have to deposit Cost of tender paper amounting to Rs.525/-(Five Hundred twenty five) only including 5% VAT & EMD of Rs.20,000/- (Rupees Twenty Thousands only) along with the Technical bid in shape of Bank Draft drawn in favour of “State Project Director, OMSM” payable at “Bhubaneswar”.
7. No interest will be paid on the Earnest money and performance Security deposit.
8. EMD deposited by the unsuccessful Agency shall be refunded without interest after award of contract to the successful bidder. But EMD of the successful agency shall be returned by OMSM after deposit of performance security & signing of agreement.
9. The Performance Security deposit will be released only after completion of Agreement period if there is no dispute.

10. The Agency/Bidder will have to submit the labour license certificate under the contract labour (Abolition & regulation) Act and rules for engagement of personnel and such certificate should bear the strength of staff being not less than 150 in numbers.
11. The Agencies shall be responsible for completion of all formalities with Labour Department for engagement of the above personnel. .
12. The successful Agency will be responsible for safety and security of the personnel engaged by them for execution of his work.
13. The successful Agency will be required to abide by the labour laws enacted from time to time.
14. If any person is found disobedient, mischievous or shows any misconduct, the Agency will be held liable to change the said personnel immediately.
15. The successful Agency will have to execute an Agreement that they will take the responsibility for the safe guard of the OMSM properties. If any loss or theft arises due to negligence in duty of the persons engaged, the Agency will come forward to compensate the loss to be determined by OMSM, failing which legal action will be taken against the Agency.
16. Failure to comply with any point mentioned in the EOI/BID document will be a ground for rejection of tender offer and cancellation of contract, in case of successful Agency.
17. The successful Agency has to sponsor at least double the numbers of candidates as per the requirement for visioning test by OMSM. After assessing their suitability, the sponsored candidates will be selected for engagement.
18. In case any dispute arises during the execution of the Agreement or interpretation of any clause of the Agreement, the decision of Comm-Cum-Secy,S & ME Deptt &Chairman OMSM will be final and binding on both the parties.

D. PAYMENT OF SALARY/WAGES:

The Agency will be responsible for payment of wages to the deployed personnel not less than the minimum wages prescribed by the State Govt. from time to time. Each month the Agency shall furnish photocopy of Acquittance Roll exhibiting payment to each personnel and then as it shall be reimbursed.

E. PROVIDENT FUND (If the agency is coming under EPF Act)

The Agency will ensure that 12% of wage is recovered from each contract labour as Employees Provident Fund towards Employees Share which is to be deposited with RPFC along with Employer's Contributions @ 13.61% (12 % share +1.61% EDLI) within the stipulated period against each employee and not in a lump sum.

F. E.S.I FUND:

The Agency will ensure that E.S.I contribution @ 1.75% of wage is to be recovered from each personnel and along with that, Employer's contribution @ 4.75% are to be deposited with E.S.I.C within the stipulated period against each employee and not in a lump sum.

Each month such E.S.I and E.P.F (if applicable) deposits shall have to be made against each employee within stipulated time and photocopy thereof be deposited in OPEPA and then salary for the month shall be reimbursed.

G. TERMINATION OF CONTRACT:

The contract shall be terminated on the following grounds:-

- a) If the Agency is found guilty by any court of law and the offence involves moral turpitude.
- b) If the Agency or its Guards are indulged in mal-practices such as bribery, corruption, fraud, pilferage, theft , misconduct etc.
- c) If the Agency is declared bankrupt, insolvent, wound-up, dissolved or portioned.
- d) If the Principal Employer, (OMSM) feels that the contract with the Agency is no more required.

H. MISCELLANEOUS:

01. The Agency will be responsible for the identity, conduct and integrity of his workers. He will ensure that they do not indulge in any activity subversive of discipline of anti-national in nature.
02. For any dispute, the decision of the Comm-Cum-Secy, S & ME Deptt.& Chairman, OMSM will be final and binding on both the parties.
03. The successful Agency is required to start the service within 10 days of placement of order / from the date intimated by SPD,OMSM,BBSR(1st Party)

04. The successful Agency should provide proper uniform with all accessories at their cost to the security personnel.
 05. The original EOI documents should be submitted with seal & signature on each page as a token of acceptance of all the terms and conditions.
 06. OMSM reserves the right to reject/cancel the tender partially/wholly without assigning any reason thereof.
 07. Agency shall have to submit names, addresses & photos of each security Guard employed in OMSM before presenting 1st Bill. If there is any change, it shall be quickly intimated to OMSM.
 08. All Guards to be engaged should be well trained in guarding properties and they should know how to maintain discipline and decorum.
 09. The Technical BID shall be opened on Dt.27/01/2014 at 4.00 PM in the presence of the Bidders/their authorized representatives. The date of opening of Commercial BID will be intimated to the technically qualified bidder over telephone and will be displayed in the OMSM office Notice Board.
 10. The Agency who meets the qualitative requirements specified in the Technical Bid will only be considered for participating in the Commercial Bid.
 11. The proposal of the Agency quoting less monthly salary than the minimum wages prescribed by Govt. of Odisha in L & E Deptt. Notification No.8536-LL-I(AR)-2/12/LESI Dtd.09.10.12 will be rejected.
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