RIMULI COLLEGE, RIMULI

Advertisement for

“Outsourcing of Data Entry Operator”

under
Odisha Higher Education Program for Excellence & Equity (OHEPEE),
At
RIMULI COLLEGE, RIMULI, DIST-KEONJHAR

Tender Document No: 18054301

Dated: 07.01.2019

Issued by;

Principal,
RIMULI COLLEGE, RIMULI
AT/P.O.-RIMULI,
DIST-KEONJHAR,
PIN-758047

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SCHEDULE OF TENDER

Tender No.	18054301
Name of the tender issuer	Principal, Rimuli College, Rimuli
Scope of Work	"Outsourcing of Data Entry Operator"
Cost /fee of Tender Documents	**Rs. 500/- in the shape of B.D.in favour of Principal, Rimuli College, Rimuli payable at Canara bank, Keonjhar**
Earnest Money Deposit (EMD) (Two Different EMDs to be submitted if one bidder is applying for both parts of the tender)	Rs. 4200/-
Performance Bank Guarantee (PBG)	10% of the final value of work order placed to the successful service provider
Date of issue of tender document	07.01.2019
Date & Time of Pre Bid clarification meeting	To be decided by the Purchase Committee of the College
Last Date & Time for Submission of Bids	20.02.2019
Date & Time of Opening of Technical Bids	Preferably to be done on the same day of bid submission.
Date & Time of Price Bid Opening	May be intimated later to the bidders who successfully qualified in the Technical bid.
Name of the contact person for Communication	Narendranath Mahanta,IDP Coordinator Mob No.9437382402
Contact Number of the concern person	9437382402
Address for Communication	At/P.O.-Rimuli, Dist-Keonjhar,758047

TENDER NOTICE

Sealed tenders are invited from interested firms for “Outsourcing of Data Entry Operator” to the Rimuli College, Rimuli,Dist-Keonjhar for a period of one year from the date of engagement. Further the engagement may be extended maximum up to the end of OHEPEE program or 5 years of services from of date of initial engagement; whichever is earlier, upon satisfactory performance of the candidate during first year of engagement.

This Rimuli College, Rimuli,Dist-Keonjhar will not have any type of “Employer - Employee” relationship with the human resources provided by the outsourcing firm. The service provider needs to make sure that no permanent employment will be demanded by the candidate(s) either to the college or to the any of the State Government Departments during any stage of their engagement or at later stage.

Interested bidders may obtain details terms & conditions for taking up this assignment by downloading the tender document from the college’s website i.e “URL of college” or by visiting the office of the Rimuli College, Rimuli,Dist-Keonjhar.

ELIGIBILITY CRITERIA OF THE INTERESTED FIRM

The interested firm;

1) Must have a valid PAN.
2) May have GST registration number (if applicable).
3) May be registered under EPF & ESI (if applicable).
4) May have labour registration certificate (if applicable).
5) Should have a registered or at least one of the branch offices in the State of Odisha.
6) Must have a minimum average annual turnover during last three financial years i.e 2015-16, 2016-17, 2017-18 of Rs 5 Lakhs (Rupees Five Lakhs only). The firm must submit copy of audited balance sheet, Profit & Loss Account with all schedules certified by any Chartered Accountant & acknowledgement of Income tax return as a proof of turnover.
7) Should not have been blacklisted by any State Government/ / Central Govt / PSU in India .A self-declaration is required as per **Annexure III.**
8) Must have already provided outsourcing of human resource services to any of the Central Government/State Government/PSU/Educational Institutions with in India during last three financial years i.e 2015-16, 2016-17, 2017-18. The work order or the service agreement occurred with the client must be produced as a proof of work experience of the firm.

REQUIRED QUALIFICATIONS

For Data Entry Operator (D.E.O):

- He/She should be above 18 years of age and not exceeding 35 years.
- Minimum educational qualification: Any bachelor's degree with PGDCA.
- He/She has to be well familiar with Computer operation and essentially well trained in MS-OFFICE and internet.
- Candidates having prior work experience as "D.E.O" will be given preference.
- Per month remuneration will be Rs. 7,000/- (Rupees Seven thousand only) and will remain same for both experienced and fresh candidates.
- The monthly remuneration includes employee's share of EPF & ESI but excludes employer's share of EPF & ESI.
- Knowledge of English both written and spoken along with sound communication skills in Odia language is essential.
- Knowledge of English both written and spoken along with sound communication skills in Odia language is essential.

GENERAL TERMS AND CONDITIONS OF THE BID

Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

a) Prospective Bidders are requested to remain updated for any notices/amendments/clarifications etc to the Tender Document through the college's website i.e [URL of the college] or Notice board of the [college name].Separate notifications may not be necessary issued for such notices/amendments /clarifications etc in the print media or individually.

b) The Bidders should note that Prices should not be indicated in the Technical Bid and should be quoted only in the Price Bid. In case the prices are indicated in the Technical Bid, the tender shall stand rejected.

c) The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.

d) Each page of the tender document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.

e) The bidder or his authorized representative (one person only) will be allowed to be present at the time of pre bid meeting and at the time of opening of Technical Bid.

f) "Price Bid" shall be opened only in those cases, where the offered items have fulfilled the prescribed technical specifications. The decision of the Purchase Committee will be final.

g) The Tendering Authority reserves the right to terminate the bid process and reject all bids at any time prior to award of contract, without assigning.

h) The college will issue a LoA (Letter of Award) to the successful bidder and the successful bidder after accepting the LoA will receive a work order by the college. Accepting the LoA will also be treated as a contract between the bidder and the college, so separate agreement need not be signed.

i) The contract with the bidder will remain valid for a period of Two (2) year from the date of issue of work order. However the contract may be extended further upon satisfactory performance of the bidder during initial two years of service.

j) All payments will be made within 30 working days of submission of invoice, based on completion of respective terms & conditions.

k) Any notice given by one party to the other pursuant to this contract shall be sent in writing.

l) All the disputes shall be subjected to the jurisdiction of [district court name].

EVALUATION & AWARD OF CONTRACT

I. College committee will examine & determine whether each bid is of acceptable quality, is generally complete & is substantially responsive to the bidding documents.

   a. A substantially responsive bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material deviations, objections, conditionally or reservation. If a bid is not substantially responsive, it will be rejected.

   b. In case of tenders containing any conditions or deviations or reservations about contents of tender document, College may ask for withdrawal of such conditions/deviations/reservations. If the bidder does not withdraw such conditions/deviations/ reservations, the tender shall be treated as non-responsive.

   c. College's decision regarding responsiveness or non-responsiveness of a tender shall be final and binding.

II. Principal, [College name] will issue LoA (Letter of Award) to the successful bidder by a Registered Letter /Speed Post or per bearer. Duly signed and stamped duplicate copy of LoA has to be returned by the successful bidder within 7 (Seven) working days of receipt of LoA as token of acknowledgement.

III. Work order / Notice of award will be issued by the college only after receiving the acknowledged LoA from the successful bidder.

TENDER SUBMISSION

The Bid shall be submitted in three parts, the EMD, Technical Bid & the Price Bid.

1) **Earnest money Deposit (EMD):**

   - Bidder has to submit an EMD of Rs (As decided by the college) in the form of Demand draft only, drawn from any nationalized Bank in favor of "Principal, College name", payable at (To be decided by the college).
   - The EMD should be sealed in one envelope marked as "EMD".
   - Two different EMDs need to be submitted if one bidder is applying for both parts of the tender.

2) **The Technical Bid:**

   - The Technical Bid should be sealed in another envelope marked as "Technical Bid". (The bidder needs to mention whether applying for Part A or Part B or both A & B parts of the tender)
   - The bidder should fill-up the format given in **Annexure I (A) & I (B)** .No alteration / modification in the format shall be permitted.
   - Details of the tenderer as per **Annexure II**, duly filled in, signed and complete in all respects.
   - A self-declaration that the tenderer has not been blacklisted by any State Government/ / Central Govt / PSU in India as per **Annexure IV.**
   - Copy of audited balance sheet, Profit & Loss Account with all schedules certified by any Chartered Accountant & acknowledgement of Income tax return as a proof of turnover.
   - Copy of work orders (executed or ongoing) awarded by any State Government/Central Government/PSU/Educational institutions within last three financial years must be submitted.
   - All pages of the tender document must be submitted along with the technical bid with sign & seal of the service provider.

3) **The Price Bid:**

   - The Price Bid shall be sealed in an envelope marked as "Price Bid" and shall contain the price bid as per **Annexure III (A) & III (B)** duly completed in all respects. (The bidder needs to mention whether applying for Part A or Part B or both A & B parts of the tender)

4) Each envelope should bear the name of bidder, along with the tender number.

5) Each page of the tender paper has to signed and stamped by the bidder and to be submitted along with other desired documents of the Technical Bid

6) The three separate envelopes containing EMD, Technical Bid and Price Bid should be sealed in one envelope and should be addressed as per tender schedule.

7) Bidder shall submit the sealed envelope addressing to the Principal of the College and send it through either S**peed Post/Registered Post/Private Courier** only. (No by hand submission of the bids will be entertained). However the college authorities shall not be held responsible for postal delays in receipt of the bids.

ANNEXURE – I

DETAILS OF THE TENDERER

Sl. No	Particular	
1	Name of the Firm/Agency	
2	Registered office Address & Complete postal address	
3	Telephone Number &E-Mail Id	
4	Name of Authorized Signatory (in block letters)	
5	Contact No.of authorized signatory	
6	Type of /Firm (Proprietary/ Partnership/ Pvt .Ltd./Public Ltd)	Tenderer has to provide relevant documents (with the technical bid) as a proof of firm type.
7	Date of Establishment and Experience in business (In number of years)	
8	G.S.T. Registration No.	
9	PAN No.	
10	ESI Registration No	
11	EP.F Registration No	
12	Details of Earnest Money Deposit i.e Draft no, date and bank name.	

Date:

Place: **Signature & Seal of the Bidder**

ANNEXURE – II

SELF DECLARATION FOR NOT BLACK LISTED

To,

The Principal,
Name of the College,
Address of the college

Ref: Tender no. ---------- Dated: ----------

Madam/Sir,

I / We.....here by confirm that our firm has not been banned or blacklisted by any Government organization/Financial institution/Court /Public sector Unit /Central Government.

Date:

Place: **Signature & Seal of the Bidder**

ANNEXURE – III

TECHNICAL DETAILS

Details of major similar contacts executed by the Agency during the last three years in the following form;

Sl.	Name & Address of the Client, where outsourcing service provided	Human resource Services already Provided		Contract Value (in RS. Lacs)	Duration of Contract (Date of award of contract)		
		Types of Service	Number of persons deployed		Word Order issued Number & date	Starting Date of Contract	Expiry Date of Contract

Enclose photocopies of the contract/ work order serially in the order, as mentioned in the format above for the ease of scrutiny).

Date:

Place: **Signature & Seal of the Bidder**

Annexure– IV

PRICE SCHEDULE

(Rate per person per Month inclusive of all statutory liabilities)

Sl. No	Manpower Type		Monthly Rate per Person(Rs.)					
		*Monthly Consolidated Remuneration (in Rs)	#EPF (Employer's Share)	#ESI (Employer's Share)	Other Statutory dues, if any	**Service Charge of the bidder	GST @ 18%	Total Amount per person/ Month
1	2	3	4	5	6	7	8	9
1.	Data Entry Operator	7,000/-						

NOTE

a) *Monthly consolidated remuneration includes employee's share of EPF & ESI).

b) ** The bidder is required to quote the price (Service Charge), which is reasonable and commercially feasible.

c) # The % of employer's contribution towards EPF & ESI will be as per the existing guidelines of Government of India.

d) If the ESI/EPF/GST is not applicable for a firm, then the firm may skip column no 4, 5 & 8. However in this circumstance the firm cannot deduct any amount from the monthly consolidated remuneration.

e) The payment shall be made on conclusion of the calendar month only.

Date:

Place: **Signature & Seal of the Bidder**