

**COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013**

TENDER CALL NOTICE

Bhubaneswar, dated 19th Apr 2021.

No.ADM-I-17/2021/ 1961 /CHSE/ Tender Call Notice for award of contract for providing the services of Data Entry Operator (DEOs) for a period of one year w.e.f. 01.06.2021 to 31.05.2022 on out-sourcing basis for day to day official work.

Sealed tenders are invited from reputed Service Provider/agency with GST Registration and updated Income Tax Clearance to provide the Data Entry Operators (DEOs) for one year w.e.f, 01.06.2021 to 31.05.22. The rule of quotation will not violate the Govt. circular in regards to minimum wages.

The detailed terms and conditions as well as tender documents can be downloaded from the Council website i.e. <http://www.chseodisha.nic.in>. The tender along with documents and Bank Draft of Rs.1,000/- (Rupees One Thousand only) drawn in favour of "Finance Officer, CHSE, Odisha, Bhubaneswar" payable at Bhubaneswar towards tender fees is to be submitted to the Secretary, Council of Higher Secondary Education, Odisha, Bhubaneswar from dt01.05.2021 to 05.05.2021 up to 4.00 P.M.

By Order of the Chairman,


Finance Officer

COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013

TENDER DOCUMENTS

For providing services of Data Entry Operators (DEOs) to the Council of Higher Secondary Education, Odisha, Bhubaneswar by Manpower Service Provider on outsourcing/contract basis for day to day official work.

- (a) Period of availability of Tender Documents in the website :-20.04.2021 to 30.04.2021
- (b) Last date and time for submission of Tender Documents. :-05.05.2021 upto 4.00P.M.
- (c) Date & Time for opening of
 - (i) Technical Bids :-06.05.2021 at 11.00 A.M.
 - (ii) Financial Bids of eligible Bidders :- 07.05.2021 at 11.00 A.M
- (d) Likely date for commencement of Deployment of required manpower :-01.06.2021

15/4/21

CONTENTS OF TENDER DOCUMENTS

Sl. No.	Description of Contents	Page No.
01.	Scope of work and general instructions for bidders	03 to 06
02.	Technical requirement for the tendering Manpower Service Providers	07
03.	Tender Application – Technical Bid	08 to 09
04.	Declaration	10
05.	Tender Application - Financial Bid	11
05.	Terms and Conditions	12 to 18
06.	Documents to be submitted with the Technical Bid	19

15/1/21

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. The Council of Higher Secondary Education (CHSE), C/2, Prajnapitha, Samantapur, Bhubaneswar - 13 requires the services of reputed, well established and financially sound Manpower Service Providers to provide Data Entry Operators(DEOs) on outsourcing/contract basis for day to day official works in the Council.
2. The contract of providing the aforesaid manpower is likely to commence from **01.06.2021** and would continue till **31.05.2022**. The period of the contract may be further extended beyond one year provided that the requirement of the CHSE, Bhubaneswar for manpower persists at that time or may be curtailed/terminated before **31.05.2022** owing to deficiency in Service Provider or substandard quality of manpower deployed by the selected Service Provider or because of change in the Council's requirements . The Council, however, reserves the right to terminate this initial contract at any time after giving one month notice to the selected Service Provider on violation of any terms and conditions.
3. The CHSE, Odisha, Bhubaneswar has tentative requirement of **02** nos. of Data Entry Operators (DEOs) at the moment. The requirements of the Data Entry Operators (DEOs) may increase / decrease during the period of contract.
4. (●)The DEOs must have passed graduation in any discipline. Certificate showing successful completion of at least a six months Diploma course in Computer Application from any recognised institution or 'A' level from Dept. of Electronics Accredited Computer Courses.
 - (a)The required one no. of DEO preferably a Commerce Graduate should have knowledge in accounting software and be capable in handling volumes of quantitative financial data using TALLY,M.S.EXCEL and other accounting software packages.
 - (b)The other DEO should be proficient in M.S. Office suite and should have ability to handle examination related data entries, data analysis, review and reporting and should be essentially trained in using internet and web related services.
5. The tentative estimated cost of the contract is Rs. 5,00,000/- to Rs. 6,00,000/- Lakh approximately for the above period .

15/4/21

6. The interested Manpower Service Providers may submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty Five Thousand only) and other requisite documents by Registered Post/Speed Post so as to reach the office along with the application form or may drop the tender documents in the Tender Box kept in office chamber of the Secretary at Council office by 05.05.2021 up to 04.00 P.M. Council shall not be responsible for any postal delay and tender received beyond scheduled date and time shall not be considered and will be summarily rejected.
7. The various crucial dates relating to "Tender for Providing Manpower Services to Council of Higher Secondary Education, Odisha, Bhubaneswar are cited as under.
- (a) Period of availability of a Tender Document in the website: **20.04.21 to 30.04.21.**
- (b) Last date and time for submission of Tender Document: **05.05.21 upto 4.00 P.M.**
- (c) Date and time for opening of
- (i) Technical Bid :- **06.05.2021 at 11.00 A.M.**
- (ii) Financial Bids of eligible Tenders and selection: **-07.05.21 at 11.00AM**
- (d) Likely date for commencement of deploying of required manpower: **01.06.2021**
8. 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 super scribing "**Technical Bid for Providing Manpower Services to the Council**" & "**Financial Bid for Providing Manpower Services to the Council**". Both sealed envelopes should be kept in another sealed envelope super scribing "**Tender for Providing Manpower Services to the Council**".
9. **The Earnest Money Deposit (EMD)** : The bidder shall have to furnish EMD of Rs.25,000/- (Rupees Twenty Five Thousand only) (refundable without interest), should be necessarily accompanied along with the Technical Bid of the service provider in the form of Demand Draft drawn in favour of Finance Officer, CHSE(O), Bhubaneswar payable at Bhubaneswar, failing which the tender shall be rejected summarily.

15/4/21

10. The successful tenderer will have to deposit security deposit of the one month remuneration/service charges cost including statutory due against supplied man powers, in the form of Fixed Deposit Receipt (FDR) made in the name of the Manpower Service Provider but hypothecated to the Finance Officer, CHSE (O), Bhubaneswar covering the period of contract. In case, the contract is further extended beyond the initial contract period, the FDR will have to be accordingly renewed by the successful Manpower Service Provider.

11. The tendering Manpower Service providers are required to enclose self attested photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily / outrightly rejected and will not be considered any further:

- (a) Copy of the Registration certificate of the applicant's organization.
- (b) Copy of PAN Card/GIR Card.
- (c) Copy of the IT return filed for the last three financial years.
- (d) Copies of EPF and ESI registration certificates.
- (e) Copy of GST Registration Certificate.
- (f) Copy of the valid Contract Labour License(R&A) Act,1970.
- (g) Copy of the Bank Pass Book in the name of the organization along with bank statement containing transactions made under during the year _last three year.
- (h) Documentary proof of the registered office or one of the branch offices of the manpower service providers located in Bhubaneswar - Cuttack.
- (i) Documentary proof in support of minimum 03 years experience in providing manpower service to State Government/ Central Government Departments/PSU on similar work by the Manpower Service Provider.
- (j) Copies of EPF Electronic Challan Return (ECR) and remittance confirmation slip for the last six months.
- (k) Copy of ESI return and e-challan of ESI for the last six months.
- (l) Copy of the Audited Statement of accounts (Balance Sheet ,Profit & Loss A/C etc.) showing minimum annual turnover of 10 lakhs **each** in the last three Financial Years.
- (m) Bank Draft. of Rs. 1,000/- (Rupees One Thousand only) drawn in favour of the Finance Officer, CHSE(O), Bhubaneswar payable at Bhubaneswar towards tender fees (non-refundable).

15/11/21

- (n) 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 conditions of the Bid.
- (o) Bank Draft of Rs.25,000/- towards EMD.

12. Any conditional bids shall not be considered and will be out rightly rejected in very first instance.

13. 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 initialized by the person authorized to sign the tender bids.
14. The Technical bids shall be opened on the scheduled date and time i.e. 11.00 A.M. on **06.05.2021** in the conference hall of CHSE (O), Bhubaneswar in the presence of the representatives of the Manpower Service providers, if any, who wish to be present on the spot at that time. Maximum two persons for a bidder/tender shall be allowed to participate in the opening of the Tender.
15. The Financial Bid of only those tenderers will be opened whose Technical bids are found to be in order and qualified. The financial bids shall be opened at 11.00 A.M. on **07.05.2021** in the Conference Hall, CHSE(O), Bhubaneswar in the presence of representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
16. The Competent Authority of Council reserves the right to accept/reject all bids without assigning any reason thereof.
17. The manpower service provider should sponsor the name of qualified/experienced DEOS well versed computer knowledge in English and Odia having typing speed Of 40 characters per minute in English.
18. They should be registered with the appropriate registration authorities of Labour Dept. and under the Income Tax and GST Act, etc.

15/4/21

**TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER**

The tendering manpower service provider should fulfil the following technical specification.

- a. They should be registered with the appropriate registration authorities of Labour Department, & under the Income Tax and GST Act, etc.
- b. They should have at least three years' experience in providing manpower to Government Departments, Public Sector companies, Bank, etc.
- c. They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- d. The Manpower Service Providers should have registered office or one of the branch offices must be located in the twin city of Bhubaneswar- Cuttack.
- e. The manpower service providers should have single contract on similar work worth Rs. 10.00 Lakh each in the last three financial years.

15/4/21

APPLICATION- TECHNICAL BID**For Providing Manpower Services to CHSE(O), HUBANESWAR.**

01. Name of Tendering Manpower Service Provider: _____
02. Details of Earnest Money Deposit: DD No. _____ date _____ of
Rs. _____ drawn on Bank _____.
03. Name of Proprietor/ Partner / Director:

04. Full Address of Registered Office:

Telephone No. : _____ Fax No.: _____
E-Mail Address : _____
05. Full Address of Operating / Branch Office:

Telephone No. : _____ Fax No.: _____
E-Mail Address : _____
06. Name & Telephone No. of Authorized Officer /
Person to liaise with Field Office (s): _____

07. Banker of Manpower Service Provider (Attach certified copy of
statement of A/c for the last Six months):

Telephone Number of Banker:- _____

15/11/21

08. PAN/ GIR No. (Attach attested copy): _____
09. GST Registration No. (Attach self attested copy): _____
10. E.P.F. Registration No. (Attach attested copy): _____
11. E.S.I. Registration No. (Attach attested copy): _____
12. Financial turnover of the Tendering manpower service Provider for the last three Financial years

Financial Year	Amount (in lakhs)	Remarks, if any
2018-19		
2019-20		
2020-21		

13. Additional information, if any (Attach Separate Sheet if space provided is insufficient):
14. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format.

Sl No.	Name of Client address, Telephone & Fax No.	Manpower Service Provided		Amount of contract (Rs. in lakhs)	Duration of Contract	
		Type of manpower provided	No.		From	To

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

Date:

Signature of Authorized Person with seal

Place:

Name:

Seal

15/4/21

DECLARATION

01. I, Sri _____ Son/Daughter/Wife of Sri _____, Proprietor/Director/Authorised signatory of the Service Provider mentioned above, am competent to sign this declaration and execute this Tender documents.
02. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
03. 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 authorised person

Full Name :

Place:

Seal



15/11/14

APPLICATION – FINANCIAL BID

For Providing Manpower Services to CHSE(O),BHUBANESWAR.

1. Name of Tendering Manpower Service Provider: _____
2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc.

Sl No	Manpower Type	Monthly Rate per Employee						
		Take Home Remuneration	EPF Employer share	ESI Employer-share	Other Statutory dues, if any	Service Charge Up to 2 Decimal places	GST (as applicable)	Total amount Per person
01	Data Entry Operator							

Date:

Signature of Tendering man power service provider

Full Name:

Seal :

NB :

3. The total rates quoted by the tendering bidder should be in confirmation to the minimum wages notified by the government and inclusive of all statutory/taxation liabilities in force at the time of entering in to the contract.
4. 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 duly certified by the competent authority.

P
15/1/24

COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA,
PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-13

TERMS & CONDITIONS

1. The Agreement shall commence from **01.06.2021** and shall continue till **31.05.2022** unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements of CHSE(O).
2. The Agreement shall automatically expire on **31.05.2022** unless extended further by the mutual consent of the manpower service provider and the authority.
3. 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 the Authority.
4. 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.
5. The Council at present has tentative requirement of 02 Nos. of Data Entry Operators. The requirement of the Council may further increase or decrease during the period of initial contract and the tenderer would have to provide additional manpower services, if required, on the same terms and conditions.
6. 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 be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the agreement.

15/4/21

7. The authority reserves the right to terminate the agreement during initial contract period after giving one month notice to the manpower service provider.
8. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Council so that optimal services of the persons deployed could be availed without any disruption. 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.
9. The entire financial liability in respect of manpower service deployed in the Council shall be that of the manpower service provider and the Council will in no way be liable for any financial liability.. It will be the responsibility of the manpower service provider to pay to the person deployed a sum not less than the take home remuneration quoted in the financial bid and adduce such evidences as may be required by the CHSE(O), Bhubaneswar.
10. 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 CHSE(O).
11. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The CHSE(O), Bhubaneswar shall, in no way be responsible for settlement of such issues whatsoever.
12. The Council 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.

15/1/21

13. 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.
14. 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.
15. 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.
16. The manpower service provider must be registered with the concerned Govt. Authorities i.e. Labour Department, Provident Fund Authorities, Employees State Insurance Corporation 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.
17. 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.

15/11/24

18. The person deployed by the manpower service provider should have good police records and no criminal case should be pending against them.
19. 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 Council. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed.

LEGAL

20. 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.
21. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages, as notified from time to time by the Govt. of Odisha, payable to different types of worker in respect of the persons deployed by it in the Council. The Council shall have no liability in this regard.
22. The manpower service provider shall also be liable for depositing all taxes levies, cess, etc. on account of service rendered by it to the CHSE(O), Bhubaneswar to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter in force. Self Attested photo copies of such documents shall be furnished to the CHSE(O), Bhubaneswar.

15/4/21

23. The manpower service provider shall maintain all statutory registers under the law and shall produce the same on demand to the authority of the CHSE, Odisha, Bhubaneswar or any other authority under law.
24. The tax deduction at sources (T.D.S) shall be done as per the provision as per the prevailing act/rule as amended from time to time and certificate to this effect shall be provided by the Department or office concerned.
25. In case the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the CHSE(O), Bhubaneswar is put to any loss/obligation, monetary or otherwise, the Council 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 be terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues. The CHSE(O), Bhubaneswar 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 CHSE(O), Bhubaneswar concerned by the person deployed, the same will be recovered from the unpaid bills or adjusted from the Performance Security deposit.

15/4/21

FINANCIAL

27. The technical bid should be accompanied with an earnest money deposit (EMD), refundable without interest, of Rs. 25,000/- (Twenty-five Thousand only) in the form of Demand Draft drawn in favour of Finance Officer, CHSE(O), payable at Bhubaneswar , failing which the tender shall be rejected out rightly.
28. 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 tenderer, if the agency fails to deploy the required manpower in the Council against the initial requirement from the date of placing the order, the EMD stands forfeited without giving any further notice.
29. The successful Tenderer will have to deposit security deposit of one month remuneration/service charges including statutory due against supplied man powers, in the form of Fixed Deposit Receipt (FDR) made in the name of the Manpower Service Provider but hypothecated to the Finance Officer, CHSE(O), Bhubaneswar covering the period of contract. In case, the contract is further extended beyond the initial contract period, the FDR will have to be accordingly renewed by the successful tenderer.
30. In case of breach of any terms and conditions, the performance security deposit of the manpower service provider shall be liable to be forfeited besides annulment of the agreement.
31. The manpower service provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Council concerned in respect of the persons deployed and submit the same to the Secretary, CHSE(O), Bhubaneswar in the first week of the succeeding month. As far as possible, the payment will be released by the second week of the succeeding month.

15/4/20

32. 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 up till such proof is furnished, at the discretion of the Council.
33. 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.
34. The authority reserve the right to withdraw or relax any of the terms and conditions mentioned above to ensure timely completion of the tender process and so as to overcome the problem encountered at a later stage in the implementation of the work.
35. In case more than one bidder quote same service charges per manpower per month or more than one bidder become L1 bidder then to break the tie, authority of the Council reserves the right to draw lottery to finalize the L1 bidder.
36. 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.
37. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority ,who was executed the agreement, is located.
38. The successful bidder will enter into an agreement with the Council for supply of suitable and qualified manpower/personnel as per requirement of this Council, Bhubaneswar on the above terms and conditions.

3/5/21

DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID

01. Application – 1. Technical Bid. 2. Financial Bid.
02. Self-attested copy of Registration of the Manpower Service Provider
03. Self-attested copy of Bank statement/pass Book of the Manpower Service Provider for the last three Financial Years.
04. Self-attested copy of the PAN Card of the Manpower Service Provider.
05. Self-attested copy of the IT Returns filed by the Manpower Service Provider for the last three Financial Years.
06. Self-attested copy of the Registration Certificate issued under the GST Act.
07. Self-attested copy of the PF Registration Letter/Certificate.
08. Self-attested copy of the ESI Registration Letter/Certificate.
09. Copies of EPF Electronic Challan Return (ECR) and Remittance Confirmation Slip for the last six months.
10. Copy of ESI Return and e-Challan of ESI for the last six months.
11. Certified documents in support of the Financial Turn over of the Manpower Service Provider for the last three Financial Years.
12. Certified documents in support of the entries made in Column-14 of the Technical Bid application.
13. Bank Draft of ₹ 1,000/- (Rupees One Thousand) only & ₹ 25,000/- (Rupees Twenty Five Thousand) only drawn in favour of the Finance Officer, CHSE, Odisha, Bhubaneswar payable at Bhubaneswar towards Tender fees and EMD respectively.
14. Copy of the Terms and Conditions at Page- 12 to 18 of the Tender Documents with each page duly signed and sealed by the authorized signatory of the Manpower Service Provider as a token of acceptance of all terms and conditions of the Bid.

**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL SERVICE PROVIDER
BEFORE DEPLOYMENT OF MANPOWER**

01. List of Manpower shortlisted by Manpower Service provider before deployment in Council containing full details i.e. date of birth, marital status, address, educational qualification etc.
02. Bio-data of all persons to be deployed in the Council.
03. Any other documents considered relevant.

15/4/24