

Government of Odisha
Sports & Youth Services Department
C-1, Nayapalli, Bhubaneswar -751012

No. 9417 /SYS

SYS-FE-FE-0022-2015

Bhubaneswar dated the 16.09.2017

From

Sri. Manoj Kumar Padhy, OAS(SB)
Deputy Secretary to Government

To

The Director,
Information & Public Relations Department
Bhubaneswar

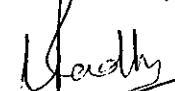
Sub: Publication of Advertisement for inviting tender for engagement of reputed registered manpower service provider for deployment of watch & ward staff on contract basis.

Sir,

I am directed to enclose herewith a draft advertisement relating to invitation of tender from reputed registered manpower agencies/service provider to provide services of watch and ward staff in different sports infrastructures across the state from November-2017 to October-2020.

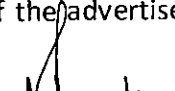
I would also request that the aforesaid advertisement may please be published in 3(three) leading Odia dailies (All Odisha Edition) of the state for information of general public and Complementary copies containing the advertisement may please be sent to this Department for reference and record.

Yours faithfully


Deputy Secretary to Govt. 16/9/2017

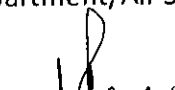
Memo No. 9418 /SYS. Dated. 16.09.2017

Copy with soft copy of the advertisement handed over to Sri P.K. Parida, Sr. Asst, I.T. Section of Sports & Y.S department. Odishs, Bhubaneswar for uploading of the advertisement in the Department website for information of intending candidates.


Deputy Secretary to Govt. 16/9/2017

Memo No. 9419 (44) /SYS. Dated. 16.09.2017

Copy of the advertisement forwarded to Notice Board of this Department/All Stadia/ Odisha Council of Sports ,Cuttack for information and necessary action.


Deputy Secretary to Govt. 16/9/2017

Government of Odisha
Sports & Youth Services Department
C-1, Nayapalli, Bhubaneswar – 751012
Telefax – 0674-2536793/2396715

TENDER CALL NOTICE

No. 9416 Dtd: 16.09.2017
SYS-FE-FE-0022-2015

Sealed tenders are invited from reputed registered manpower supply agencies/ service providers of Odisha to provide services of Gents Attendants, Cook, Cook Helper, Watchman-cum-Sweeper, Grounds man, Security Guard, Ladies Attendant, & Sweeper-cum-Night Watchman etc. on contract basis on daily wages rate to be deployed in different sports infrastructures and sports hostels across the State for a period for three years (subject to annual renewal on satisfactory performance). The tentative places of deployment of such outsourced manpower's are placed at **Annexure-A**.

The detailed information for outsourcing the service of aforesaid posts has been given in the Tender Document at Annexure-B which is published in the advertisement and uploaded in our Department website (www.dsysodisha.gov.in). The last date and time for submission of tender document is 11.10.2017 up to 4.00 P.M.

Sd/-

Commissioner-cum-Secretary
Sports & Youth Services Department

DEPLOYMENT OF OUT-SOURCED MANPOWER IN THE STATE, SPORTS & YOUTH SERVICES DEPARTMENT

Sl. No.	Name of the Sports Hostel/ Sports Infrastructure	Proposed Manpower (Outsourcing)							Total
		Cook	Cook Helper	Attendant / Peon	Attendant-cum- Life Guard	Grounds-man	Security	Sweeper-cum-Night Watchman	
1	Sports Hostel, Bhubaneswar	2	2	1				2 (1 F)	07
2	Sports Hostel, Bolangir								-
3	Sports Hostel, Baripada								-
4	Sports Hostel, Bhawanipatna					2			02
5	Sports Hostel, Berhampur	1							01
6	Sports Hostel, Balasore								-
7	Sports Hostel, Cuttack								-
8	Sports Hostel, Keonjhar		1					2	03
9	Sports Hostel, Koraput		1					1	01
10	Sports Hostel, Nayagarh		1					1	02
11	Sports Hostel, Puri		1						01
12	Sports Hostel, Phulbani		1						01
13	Sports Hostel Rourkela		1			1		2 (1 F)	04
14	Sports Hostel, Sambalpur		1						01
15	Sports Hostel, Sundergarh	1	2	1 (F)		2		1 (F)	07
	Total	4	11	2		5		8	30

Sl. No.	Name of the Sports Hostel/ Sports Infrastructure	Proposed Manpower (Outsourcing)							Total
		Cook	Cook Helper	Attendant/ Peon/ Labour	Attendant-cum- Life Guard	Grounds-Man/Mali	Security	Sweeper-cum-Night Watchman	
16	Kalinga Stadium, Bhubaneswar								
17	G.I.H., Unit-I, Bhubaneswar			2					02
18	G.I.H., Saheed Nagar, BBSR.								-
19	Yogic Centre, B.J.B. Nagar, BBSR.			4		2			06
20	J.N. Indoor Stadium, Cuttack			1					01
21	Chhatrapur Stadium Ganjam								-
22	G.I.H., Dhenkanal						3		03
23	G.I.H., Keonjhar								-
24	G.I.H., Phulbani								-
25	G.I.H., Baripada			2					02
26	R.N. Singh Deo Sports Complex, Bolangir					1			01
27	Womens College Playfield, Sambalpur							2	02
28	G.I.H., Sambalpur			2					02
29	N.K. C. Stadium, Jagatsinghpur			2					02
30	Dist. Sports Complex, Puri			2					02
31	Dist. Sports Complex, Koraput			1					01
32	Dist. Sports Complex, Sundargarh							1	01
33	G.I.H., Bhawanipatna							1	01
34	G.I.H., Sundargarh							1	01
35	G.I.H., Deogarh					2			02
36	Nayagarh Stadium							1 (Sweeper)	01
37	Department Building								01
38	Berhampur Stadium, Berhampur						1		06
39	Birsa Munda Stadium, Rourkela					2	4		03
40	Minister Residence						3		01
41	Phulbani Stadium					1			01
	Total			16		8	11	6	41

Grand Total-30+41=71

TENDER CALL DOCUMENT

For providing services of Attendant (Ladies)	-02	}	Ladies
Sweeper-cum-Night watchman (Ladies)	-03		
Cook	-04	}	Gents
Cook Helper	-11		
Attendant	-16		
Grounds man	-13		
Security Guard	-11		
Sweeper-cum-Night watchman	<u>-11</u>		
Total	-71		

- a. Last Date and time for submission of Tender Document - 11.10.2017 up to 4.00 P.M
- b. Date and time for opening of
- (i) Technical Bid : 13.10.2017 at 11.00 A.M
- (ii) Financial Bids of eligible Bidders and selection : 13.10.2017 at 3.00 P.M.
- c. Date for commencement of deployment of required manpower : 01.11.2017

CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of contents	Page Number
1	2	3
1.	Scope of work and general instructions for service bidders	1 – 3
2.	Technical requirement for the tendering manpower Service Provider	4
3.	Technical requirement for manpower to be deployed by the successful Service Provider at different sports infrastructures	5
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5.	Tender Application – Technical Bid	8 – 9
6.	Tender Application – Financial Bid and required manpower	10
7.	Declaration	11

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1.	Sports & Youth Services Department, Odisha,C-1, Nayapalli, Bhubaneswar – 751012 require the services of registered manpower service providers of Odisha, having an annual turnover not less than INR 5 crores each in the last three financial years, to provide services of different manpower as specified at Annexure-B on contract basis on daily wages rate who shall be deployed in different sports infrastructures and sports hostels across the State. The application form is attached to this tender notice at Annexure-B can be download from the website of Sports and YS Department (www.dsyesodisha.gov.in)
2.	The deployment of required manpower is to commence from 01.11.2017 and would continue for three years subject to renewal annually, basing on performance of the agency. The Sports & Youth Services Department however, reserves the right to terminate the contract at any time after giving one week notice to the selected Service Provider.
3.	The Sports & Youth Services Department, Odisha,C-1,Nayapalli, Bhubaneswar – 751012 have tentative requirement of 2- Lady Attendant, 3-Night Watchman-cum-Sweeper (Ladies) & 16-Attendant (Gents), 13-Groundsman. 11-Security Guard, 11-Sweeper-cum-Night Watchman, 4- Cook, 11-Cook Helper totaling to 71. However, the required number of manpower is subject to change as per the emerging requirement of the Department from time to time.
4.	The payment shall be on daily wages basis as per the Labour and ESI Department Notification.
5.	The interested Manpower Service Providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.1.00 lakh in D.D. in favor of Under Secretary, S&YS Department and other requisite documents by 11.10.2017 by 4.00. P.M in Sports & Youth Services Department, Bhubaneswar-12.
6.	The various crucial dates relating to “Tender for Providing Manpower Services to the Sports & Youth Services Department, Odisha, Bhubaneswar- 751012” are cited as under. A) Date & time of submission of Tender Document – 11.10.2017 by 4.00 P.M. B) Date & time for opening i) Technical Bid – 13.10.2017 at 11.00 A.M ii) Financial Bids of eligible Tenders & selection 13.10.2017 at 3.00 P.M C) Date for commencement of deployment of required manpower 01.11.2017

7.	The tender has been invited under two bid systems 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 Sports & Youth Services Department" and "Financial Bid for Providing Manpower Services to Sports & Youth Services Department". Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Providing Manpower Services to Sports & Youth Services Department".
8.	The Earnest Money Deposit (EMD) of (Rupees one lakh) only, refundable (without interest), should be necessarily accompanied with the Technical Bid of the services provider in the form of Demand Draft drawn in favour of Under Secretary to Government, Sports & Youth Services Department, Odisha, Bhubaneswar 751012 , failing which the tender shall be rejected summarily. The EMD of the unsuccessful bidders shall be returned within seven days from the date of opening of the bid and that of successful bidder shall be returned upon receipt of performance security.
9.	The successful bidder will have to deposit a Performance Security Deposit of (Rupees 5.00 lakh) only in the form of Bank Guarantee from any Nationalized Bank drawn in favour of Under Secretary to Government, Sports & Youth Services Department, Odisha, Bhubaneswar - 751012 , covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful bidder and resubmitted to the Department.
10.	The bidders are required to enclose photocopies of the following documents (self attested) along with the Technical Bid, failing which their bids shall be summarily rejected and will not be considered any further. Under no circumstances late bid shall be accepted. a. Copy of PAN and GSTIN . b. Copy of the IT return filed for the last three financial years. c. Copies of EPF and ESI certificates and latest challan with ECR d. Copy of the License from Home Department of Government of Odisha to operate Security Agency. e. At the time of bidding, the agency to produce copy of work orders as a proof of having experience in providing manpower services at least to any five Government Deptt./ PSUs/ Private Limited Company/Bank in the state of Odisha in each of the last three financial year. f. The agency must have registered under Company Registration Act. g. The agency must have 1000 enrolled personnels in his recruitment roll. The agency has to submit copies of its annual audited statement of accounts for the last three financial years as proof of it's annual turnover.
11.	The conditional bids shall not be considered and will be out rightly rejected in very first instance.

12.	All entries in the tender form should be legible and filed clearly, if the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No over writing 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 initialed by the person authorized to sign the bid document.
13.	The technical bids shall be opened on the scheduled date and time at 13.10.2017 at 11.00.A.M in the conference hall of S&YS Department under the chairmanship of Commissioner-cum-Secretary along with other officials in the presence of the representatives of the bidders.
14.	The financial bid of only those bidders who are qualified in the Technical bids shall be opened immediately after opening and finalization of Technical Bid. In case there is tie the agency having more annual turnover will be finally selected.
15.	The Competent Authority of the Sports and Youth Services Department, Odisha, Bhubaneswar reserves the right to cancel all bids without assigning any reason thereof.
16	The Authority can engage more than one successful bidder for different area of the State
17	Sports & Y.S. Department shall pay a service charge at the accepted rate as quoted by the successful tenderer. The Agency shall be responsible to bear all other expenses(viz office expenses, Uniforms, Tax liability, Administrative overhead, Operational overhead)out of the paid service charges. Accordingly the Agency is advised to quote the Service Charge.
18.	Sports & Y.S Department will reject out-rightly the bids quoting extremely low and unworkable Service Charges that may apparently not cover and justify the legitimate expenses of the bidder including other overhead. Hence quoting of negligible amount by the Agency towards service charges shall be viewed by Sports & Y.S. Department, as a disqualification, if such situation arises.

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

1.	The tendering manpower service provider should fulfill the following technical specifications.
a.	The registered office or one of the branch offices of the manpower service provider should be located within Bhubaneswar-Cuttack.
b.	They should be registered with the appropriate registering authority as specified in the general instructions to the bid document.
c.	At the time of bidding, the agency has to produce copy of work orders (at least to any five) as a proof of having experience in providing manpower services to any Government Deptt./ PSUs/ Private Limited Company/Bank etc. in the state of Odisha in the last three financial years. The annual work value of such manpower service contract should not be less than Rs.50.00 lakh for each of such contracts.
d.	They should have their own Bank Account
e.	They should have a valid PAN and GSTIN.
f.	They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts and Home Deptt. (for security agencies)
g.	They should have any other regulatory clearance (to be specified) by the user Department) that maybe required for providing manpower services.
h.	They should have the minimum turn-over requirement as specified in the General Instruction to bidders in this bid document.
i.	They should provide the proof of experience in execution of contracts of similar type as specified in the general instructions in this bid document.
j.	The agency must have 1000 enrolled personnels in his recruitment roll.(documents proof of evidence) The agency has to submit copies of its annual audited statement of accounts for the last three financial years as proof of it's annual turnover.

TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL SERVICE PROVIDER AT DIFFERENT SPORTS INFRASTRUCTURES AND SPORTS HOSTELS IN THE STATE UNDER SPORTS & YOUTH SERVICES DEPARTMENT

1. She/ he should be above 18 years of age and not exceeding 40 years.
2. The minimum Educational Qualification of Attendant will be 8th Class. The person should know Cycling or driving two wheelers with a valid driving license. The person must have basic skill of cleaning of the premises. The job requirement includes Watch & Ward along with cleaning of the sports infrastructures or any other such job to be assigned by the competent authority. Preference will be given to persons having working experience of at least one year in any reputed organization/ office establishment.
3. The minimum Educational Qualification of Watchman-cum-Sweeper will be 8th pass. The person must have basic skill of cleaning of the infrastructure premises. Preference will be given to persons having working experience of at least one year in any reputed organization/ office establishment.
4. The minimum qualification of Grounds man will be 8th pass. The person must have basic skill of cleaning of the infrastructure premises and play fields. Preference will be given to persons having working experience of at least one year in any reputed organization/ office establishment.

TERMS AND CONDITIONS

GENERAL

1. The Agreement is likely to commence from 01.11.2017 and shall continue for three years with annual renewal subject to satisfactory performance 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.
2. The Agreement shall automatically expire 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 conditions or with some additions/deletions/modifications, 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 these agreements to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The Sports & Youth Services Department at present has tentative requirements of **manpower as per Annexure-B in sports infrastructures and sports hostels** on an urgent basis. The requirement of the Office may further increase or decrease during the period of initial contract also 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 a subsequent stage. In case, any of such documents furnished by the bidder is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The Authority reserves the right to terminate the Agreement during the initial period also after giving 15 days notice to the Manpower Service Provider.
8. The persons deployed shall be required to report to the District Sports Officer or In-charge, Sports Infrastructure or In-charge, Sports Hostel as the case may be at 10.00 A.M. and would leave at 5.30 P.M. He/ She may also be required to work beyond this hour for which he would not be paid any extra remuneration. The District Sports Officer or In-charge of the Sports Infrastructures/sports hostel concerned as the case may be shall specify working hours in lieu of the normal working hours mentioned above. 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. In case the person deployed is asked to work beyond 8.00 P.M. he/ she shall be entitled to late sitting-cum-refreshment compensation of Rs.50/- (fifty) per day.
10. 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 employees' Provident Fund and employees' State Insurance as applicable. The manpower service provider shall have to invariably furnish the monthly ESI and EPF statement of the persons engaged to the Department as a proof of all such statutory deductions.

11. The person deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
12. The persons 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 Office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
13. The agency must have 1000 enrolled personnels in his recruitment roll, which shall be produced by the bidder in the tender papers.

LEGAL

14. The persons 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 applicable laws besides, action for breach of contract.
15. 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 office concerned. The Sports & Youth Services Department shall have no liability in this regard.
16. The Manpower Service Provider shall also be liable for depositing all taxes, levies, cess, EPF & ESI etc. on account of service rendered by it to the Sports & Youth Services Department or to the concerned authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the office concerned.
17. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the office concerned or any other authority under Law.
18. The Tax deduction at Source (TDS) shall be done as per the provisions of Income Tax Act and GST Act, as amended, from time to time and a certificate to this effect shall be provided by the office concerned.
19. The Agency will provide pay slip to the payee towards their monthly remuneration which can be subject to verification by the Departmental officials at any time.
20. The Agency must ensure timely payment of remuneration on payment from Sports & Y.S. Deptt .
21. The details of remuneration of the employees are to indicated in the Agreement Paper between the selected agency and the S&YS Department.
22. There shall be no direct employer-employee relationship between the persons engaged through the service provider and the Department of S&YS.

APPLICATION – TECHNICAL BID

For Providing Manpower Services to the Sports & Youth Services Department

1. Name of Tendering Manpower Service Provider: _____
2. Details of Earnest Money Deposit: DD No. _____ date _____
Of Rs. _____ drawn on Bank _____
3. Name of Proprietor / Partner / Director : _____

4. Full Address of Registered Office _____

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

Telephone No.: _____
Fax No.: _____
E-Mail Address: _____
6. Name & Telephone No. of : _____
Authorized officer/person
To liaise with Field Officer (s)
7. Bank A/C no. and IFSC Code, Branch Name. _____
Telephone Number: _____
Of Banker
8. PAN / GIR 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 with attested copy)

12. Company Registration No.: _____
(Attach attested copy)
13. The agency has to submit copies of its annual audited statement of accounts for the last three financial years as proof of its annual turnover.

Financial Year	Amount (Rs. Lakhs)	Remarks, if any
2014-15		
2015-16		
2016-17		

14.	Additional information, if any e.g. Home Department License for security agency, E.P.F. Challan if any E.S.I. Interest Challan if any with E.C.R. (Attach separate sheet if space provided is insufficient)
15.	The agency must have 1000 enrolled personnels in his recruitment roll.(documents as proof of evidence)
16.	At the time of bidding, the agency has to produce copy of work orders (at least to any five) as a proof of having experience in providing manpower services to any Government Deptt./ PSUs/ Private Limited Company/Bank etc. in the state of Odisha in the last three financial years. The annual work value of such man power service contract should not be less than Rs.50.00 lakh for each of such contracts.
17.	Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years 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 Services Provided		Amount of contract (Rs. Lakhs)	Duration of contract	
		Type of manpower provided	No.		From	To

18. Additional information, if any
(Attach separate sheet, if required)

Signature of authorized person
Name:
Seal:

Date:
Place:

APPLICATION – FINANCIAL BID
(To be enclosed in separate sealed cover)

For providing manpower assistance Sports & Youth Services department, Odisha

1. Name of tendering Manpower Service Provider:
2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc.

Sl. No.	Manpower Type	Monthly rate per person							
1	2	3							4
		*Minimum take home remuneration p.d. as per L&ESI Deptt. Rate.	EPF	ESI	Other statutory deposit, if any.	Service Charge of the agency.	GST	Total per person	Remarks
		(a)	(b)	(c)	(d)	(e) % of total value of (a+b+c+d)	(f)	(g)	
01.	Attendant/Peon/ Labour (Ladies & Gents)	Rs.213.50							
02.	Night Watchman-cum-Sweeper (Ladies & Gents)	Rs.213.50							
03.	Groundsman/Mali	Rs.233.50							
04.	Security Guard	Rs.233.50							
05.	Cook	Rs.253.50							
06.	Cook Helper	Rs.233.50							

*The total consolidated remuneration per person shall include contribution towards EPF, ESI, other statutory deposit, service charge, GST etc., as per relevant rules as amended from time to time.

Signature of authorized person

Full Name

Seal

Date

Place

Notes:

1. The total rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering in to 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 man power as per the absentee statement received from the in-charges of Sports Hostels/ Sports Infrastructure.

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 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.

Signature of authorized person

Full Name

Seal

Date:

Place: