

**TENDER DOCUMENT FOR SELECTION OF HR SERVICE
PROVIDER FOR HIRING OF HUMAN RESOURCES (UN-SKILLED
SEASONAL STAFF) FOR PADDY PROCUREMENT UNDER
R.M.C. MUKHIGUDA FOR THE YEAR 2023-2024.**

Tender Call Notice No: 544

Date: 15-09-2023

ମୁଖିଗୁଡ଼ା ଭାରିଜଳ ପ୍ରକଳ୍ପ ନିୟନ୍ତ୍ରିତ ବଜାର କମିଟି କାର୍ଯ୍ୟାଳୟ, ଜୟପାଟଣା
OFFICE OF THE MUKHIGUDA HIRMC, JAIPATNA, KALAHANDI
At/po-Jaipatna, Dist- Kalahandi,(Odisha) Pin-766018, e_mail : mukhigudahirmc@gmail.com

No. 544 /

Date. 15.09.2023/

Tender for selection of HR Service provider

Tender are hereby invited from reputed Requirement Agencies for selection of HR service providers for hiring human resources by the Office of the Regulated Market Committee, Mukhiguda under scholarship management Unit.

The tender documents can be downloaded from the concerned District Website: www.kalahandi.nic.in commencing from **22.09.2023 to 10.10.2023 up to 4PM**. It may also be purchase from office of the **Mukhiguda HIRMC** during the office hours from **22.09.2023 to 10.10.2023 up to 4PM**. The last date and time for submission of bids documents is **10.10.2023 up to 4 PM**. Bid Documents are to be submitted at : **Office of the Mukhiguda HIRMC, Jaipatna.**

For eligible criteria, scope of work, deliverable and other relevant details please referee the tender documents.


Sub-Collector, Dharamgarh-
cum-Chairman, Mukhiguda HIRMC

Memo No. 545 Date 15.09.2023/

Copy to DIO, NIC for information and necessary action.


Sub-Collector, Dharamgarh-
cum-Chairman, Mukhiguda HIRMC

Memo No. 546 Date 15.09.2023/

Copy submitted to the General Manager, OSAM Board, Bhubaneswar for kind information and necessary action.


Sub-Collector, Dharamgarh-
cum-Chairman, Mukhiguda HIRMC

Memo No. 547 Date 15.09.2023/

Copy submitted to the Collector, Kalahandi for information.


Sub-Collector, Dharamgarh-
cum-Chairman, Mukhiguda HIRMC

Important Dates

Sl.	Particular	Date
1.	Issuance of Tender Document	22.09.2023
2.	<u>Last Date and Time</u> for Submission of Bids Bids to be submitted at: Office of the Regulated Market Committee, Mukhiguda	10.10.2023 Up to 04.00 P.M.
3.	Technical Bid Opening at Office of the Mukhiguda HIRMC, Jaipatna	11.10.2023 at 11.00 AM
4.	Financial Bid Opening at Office of the Sub-Collector, Dharamgarh	11.10.2023 (after completion of technical evaluation)

Section 1 - INTRODUCTION

Background & Purpose

Regulated Market Committee, Mukhiguda provides infrastructure and supporting manpower for paddy procurement in all the procurement centre under Koksara, Jaipatna & Kalampur Block. Every year some seasonal staffs are engaged as per the outcome of the District Level Procurement Committee (DLPC) meeting for analysis of quality of paddy during procurement.

Section 2 - SCOPE OF WORK

The HR Service Provider will be responsible for recruitment, timely placement and management of the deployed human resources as per the criteria/ terms detailed in this document. Details of the number of personnel to be deployed, the desired qualification, experience and remuneration rate for each position is given at **Annexure A**. The scope of work for the HR Service Provider is as follows:

- I. Recruitment & deployment of human resources for various positions under the Scheme as detailed in **Annexure A**
- II. All the statutory compliances like TDS, PF, ESIC, Service Tax etc. shall be done by the successful bidder.

The detailed terms of reference for the HR Service Provider can be broadly categorized into following two parts:

Part A - Recruitment & Deployment & other service

- Invite applications for the various positions through advertisement in leading print media & all notice board of the district level offices.
- Finalize the selection process and short listing criteria in consultation with the Office of the Regulated Market Committee, Mukhiguda.
- Constitute selection committee with representatives from the Office of the Regulated Market Committee, Mukhiguda and organize selection process
- Finalize list of candidates with approval of selection committee and Issue engagement letter accordingly.
- Ensure checking of the veracity and authenticity of information furnished by the selected candidates. The HR Service Provider should also ensure that the candidates identified should not have any police record/criminal record against them.
- Conduct orientation of the candidates in consultation with the Office of the Regulated Market Committee, Mukhiguda and ensure deployment
- Develop an HR policy for management of the human resources deployed.
- **Preference may be given to the person having experience in quality analyst during paddy procurement.**

- Considering the nature of the job, Preference may be given to the local individuals for the said job.
- The HR Service Provider shall provide the required quality human resources within **5 days** from the date of issue of award letter for placement of personnel.

Part B - Human Resources Management

- Ensure regular payment of monthly remuneration to deployed personnel through NEFT transfer, as per the rates mentioned. Except the statutory deductions like TDS, no other amount shall be deducted from the fixed remuneration.
- Ensure statutory compliance like EPF, Gratuity, TDS deduction etc. as required by the prevailing norms.
- Provide replacement of personnel in case of vacancies arising during the course of the agreement, from the waitlisted candidates.

Other conditions:

- The day to day work to the deployed personnel will be assigned by the designated officer of the Regulated Market Committee, Mukhiguda and all the monitoring and reporting aspects of the deployed personnel will be under the control and supervision of the designated officer.
- The Office of the Regulated Market Committee, Mukhiguda shall have the right to verify the actual payment made and may request the HR Service Provider to provide excerpts of the bank statement of the payments made as the proof of payment and if not satisfied shall withhold the payments due to the HR Service Provider in addition to other legal action.
- In case Office of the Regulated Market Committee, Mukhiguda is not satisfied with the performance of the deployed personnel or because of indiscipline, may ask the HR Service Provider in writing, providing the reasons thereof, to withdraw the personnel and provide a replacement immediately.

Section 3 - ELIGIBILITY/ QUALIFYING CRITERIA FOR THE HR RECRUITMENT AGENCY

Following are the essential qualifying criteria for the HR Service Provider to technically qualify for the assignment:

1. The bidder should be incorporated or registered as a Partnership Firms, Private Limited Company, Public Limited Company, or Society/ trust since last 5 years. The Incorporation/Registration certificate should be furnished as documentary proof.
2. The bidder should have been a HR Service Provider for at least 3 years. A list of clients being served or served in by the bidder must be provided with the Technical Bid in the prescribed format along with documentary proof.

3. The bidder should have valid registration under Service Tax Rules, Income Tax, EPFO, ESI Corporation and under Labour Act. The copies of GST Registration Certificate, Permanent Account Number (PAN), Labour Registration Certificate, EPF Registration Certificate and ESI Registration Certificate should be furnished as documentary proof.
4. The average annual turnover of the bidder for the past 3 years should not be less than **Rs. 5,00,000/-** (rupees Five lakh) annum. A copy of the **Audited Balance Sheet must be** submitted with the Technical Bid.
5. The HR Service Provider must have filed income tax returns for the last 3 financial years. Copy of Income Tax Return should be furnished as documentary proof.
6. The bidder should have registered in India, with an office in Odisha.
7. The bidder should 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 prescribe format.

Section 4 - GENERAL TERMS AND CONDITIONS

4.1 Cost of Tender Document & Earnest Money Deposit

- a. **Tender Document Fee** - Tender document can be downloaded from the website (*the website to be mentioned by the concerned District*) it also can be obtained from R.M.C. Mukhiguda office during the office hour from **22.09.2023 to 10.10.2023**. The bidders are required to submit the non-refundable tender document Fee of Rs.1,000/- in shape of an account payee Demand Draft from any of the nationalized bank in favour of **the Office of the Regulated Market Committee, Mukhiguda and payable at SBI Jaipatna** along with the Tender Paper. The Proposals received with inadequate fees shall be rejected.
- b. **Earnest Money Deposit** - Bidders shall submit, along with their Technical 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 Regulated Market Committee, Mukhiguda and payable at SBI Jaipatna** and shall be valid for **90 days** from the due date of the tender/ tender paper.
 - i. EMD of all unsuccessful bidders would be refunded within **90 days** of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would adjust as a part of the Performance Guarantee during the period of the contract.
 - ii. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
 - iii. The tender paper submitted without EMD, mentioned above, will be summarily rejected.

iv. The EMD may be forfeited:-

- a. If a bidder withdraws its bid during the period of bid validity.
- b. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.
- c. 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.

4.2 Submission of Bids

Sealed cover containing the Technical and Financial Bid/Proposal separately with caption ***“Selection of HR Service Provider for hiring manpower for Office of the Regulated Market Committee, Mukhiguda.”*** should be addressed to:

**The Office of the Mukhiguda HI Regulated Market Committee,
Address: At/Po- Jaipatna, Dist- Kalahandi (Odisha)**

- a. The bids should be submitted so as to reach latest by **4.00 PM (IST) of 10.10.2023.**
- b. 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 Draft **[Form 1 to Form 4]**
 - Envelop 2: Original Hard copy of Financial proposal Bid **[Form 5 & 6]**
- c. The Technical Proposal and Financial Proposal should be covered in separate sealed envelopes super-scribing "Technical Bid" and "Financial Bid" respectively.
- d. Please Note that Prices shall not be indicated in the Technical Proposal but shall only be indicated in the Financial Proposal.
- e. 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 Providers for hiring manpower for Office of the Regulated Market Committee, Mukhiguda”**.
- f. The outer envelope shall clearly indicate the name, address, telephone number, E-mail ID and fax number of the bidder.
- g. All the pages of the Technical Proposal must be sequentially numbered and must contain the list of contents with page numbers.
- h. 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 initialed by the person (or persons) who sign(s) the tender paper.
- i. All pages of the proposal shall be initialed **and stamped** by the person or persons who sign the bid.

4.3 Completeness of the Bid

- a) Submission of the proposals shall be deemed to have been done after careful study and examination of the tender paper document with full understanding of its implications.

4.4 Late Bid

- a. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall be rejected.
- b. The Office of the Regulated Market Committee, Mukhiguda 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.
- c. The Office of the Regulated Market Committee, Mukhiguda reserves the right to modify and amend any of the stipulated condition/criterion.

4.5 Language of the Bid

The Proposal should be filled by the Bidder in English language only.

4.6 Validity period of the Bid

The offer submitted by the Bidders should be valid for minimum period of **90 days** from the date of last date of submission of Tender Paper.

4.7 Currency of the Proposal/ Bid Document

The currency (ies) of the Proposal offer and the transaction details provided in the Proposal/ Bid Document should be in Indian Rupees (INR).

4.8 Authentication of the Proposal/ Bid Document

The Proposal/ Bid Document should be accompanied by a Letter of Authorization in the name of the signatory of the proposal/ Bid document who can bind the Firm/ Company.

4.9 The member of human resources to be engaged shall be finalized as per decision made in the District Level Procurement Committee meeting prior to the concerned procurement period. The same shall be intimated by the Secretary, R.M.C. Mukhiguda in due time.

4.10 All the points made in the tender paper shall be **upheld** irrespective of change in members of staff engaged during the procurement activity.

4.11 RIGHT TO TERMINATE THE PROCESS

- a. The Office of the Regulated Market Committee, Mukhiguda may terminate the Tender process at any time and without assigning any reason thereof. The Office of the Regulated Market Committee, Mukhiguda makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. The submission of tender paper does not constitute an offer by The Office of the Regulated Market Committee, Mukhiguda. The bidder's participation

in this process may result in selecting the bidder to engage towards execution of the contract.

Section 5 - GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSAL

5.1 TECHNICAL PROPOSAL

Bidders are required to submit the Technical Proposal in the prescribed format only. The technical proposal should accordingly include the following:

1. Bid Cover Letter - Technical Bid [Form-1]
2. Bidders profile [Form-2]
3. Document Checklist [Form-3]
4. Self-declaration of not being ineligible/ blacklisted [Form 4]
5. All Documentary Evidences as required in the tender document (please refer Document Checklist [Form-3])

5.2 FINANCIAL PROPOSAL

The Financial Proposal is to be submitted in prescribed formats as provided in form 5 & 6.

- The amount to be charged by the HR Service Provider shall be expressed in lump sum as fees/service charges against each of the position.
- The fees/service charges quoted shall be exclusive of the applicable service tax, if any, but shall be inclusive of all other costs.
- No deductions, other than statutory deduction of TDS, shall be made by the HR agency from the remuneration fixed for each of the position.
- In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be adopted.
- **Employer's share of EPF/ ESI where ever applicable, shall be paid to the HR Service Provider as per actual and the costs towards this is not required to be reflected as part of the Financial Proposal.**

The financial proposal should accordingly include the following:

1. Bid Cover Letter - Financial Bid (Form 5)
2. Financial Bid Submission Format (Form 6)

Section 6 - EVALUATION PROCESS

I. In the first stage, the technical proposals will be scrutinized as per the Eligibility criteria and completeness of the documents as prescribed in the tender document.

II. The bids qualifying the Eligibility criteria and complete in all respect will be considered for Financial Evaluation. The bidder quoting the lowest '**Overall Total Service Charges per month**' shall be considered for award of contract.

III. **Tender Committee: The Chairman, RMC, Mukhiguda will constitute the**

tender committee to finalise the tender paper.

Section 7 - AWARD OF CONTRACT

The Office of the Regulated Market Committee, Mukhiguda will award the Contract to the successful bidder qualifying in the Technical Bid and thereafter quoting the lowest **Service Charges per day/ per person** in the Financial Proposal.

7.1 NOTIFICATION OF AWARD

The Office of the Regulated Market Committee, Mukhiguda will notify the successful bidder in writing or by fax or email, that its proposal has been accepted.

7.2 SIGNING OF THE CONTRACT

After the Office of the Regulated Market Committee, Mukhiguda notifies the successful bidder that its proposal has been accepted, the Office of the Regulated Market Committee, Mukhiguda shall enter into a contract, incorporating all clauses and the proposal of the bidder between The Office of the Regulated Market Committee, Mukhiguda and the successful bidder.

7.3 PERFORMANCE GUARANTEE

- a. The successful tenderer will have to deposit an amount of **15 days employees cost including statutory dues as Security Deposit** in the form of **Bank Guarantee duly pledged to the The Secretary, RMC, Mukhiguda**, covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to accordingly renewed by the successful tenderer.
- b. The Bank guarantee shall be valid for a period of **12 months** from the date of intimation to the selected bidder for execution of the agreement.
- c. Agreement shall be executed on confirmation of the Performance Bank Guarantee from the Concerned Bank.
- d. The Performance Guarantee amount is interest free and will be refunded to bidder **within six months of the completion of the** contract without any accrued interest on it.
- e. The Performance Guarantee amount may be forfeited:
 - a. If a bidder is unable to deliver the outputs specified in the Scope of work of the tender documents.
 - b. If found to be indulging in malpractices, poor performance such as having abandoned work, having inordinately delayed completion of outputs etc.

7.4 FAILURE TO AGREE WITH TERMS AND CONDITIONS OF THE TENDER PAPER

Failure of the successful bidder to agree with the Legal Agreement and Terms &

Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event The Office of the Regulated Market Committee, Mukhiguda may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, the Office of the Regulated Market Committee, Mukhiguda shall forfeit the Performance Guarantee of the successful bidder.

7.5 TERM OF THE AWARD

The period of contract shall be for a period of 1 (one) procurement year (tentatively from November' 2023 to February'2024 for Khariff & May'2024 to July'2024 for Rabi. The exact date to be intimated later.

Section 8 - PAYMENT TERMS & CONDITION

The payment to the selected Agency will be made as per the following terms:

- The Service Provider will raise the monthly claims/ invoice inclusive of applicable taxes & management cost (service charges) of Service Provider by 2nd of every succeeding month. The Office of the Regulated Market Committee, Mukhiguda will ensure the reimbursement payment to HR Agency within 15 days of receiving the invoice.
- The payment shall be made subject to deduction of applicable taxes.

(A)GENERAL TERMS & CONDITIONS

1. The Agreement shall commence from _____ (date) and shall continue till _____ (date) 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 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.
3. The Authority reserves the right to terminate the Agreement during initial period also after giving one calendar month notice to the Manpower Service Provider.
4. The persons deployed shall be required to report for the work, time specified by Secretary or such other Officer as may have been kept in charge of the Office Establishment of the RMC, Mukhiguda and may also required to work beyond the scheduled time period for which he would not be paid any extra remuneration.
5. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Office so that optimal service of the persons deployed could be availed without any disruption.
6. The entire financial liability in respect of Manpower Service deployed in the RMC, Mukhiguda shall be that of the Manpower Service Provider and the RMC,

Mukhiguda will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed.

7. For all intents and purpose, the Manpower Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of Manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the RMC, Mukhiguda.

8. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The RMC, Mukhiguda shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed persons are not attended to by the Manpower Service Provider the deployed person can place their grievance before a Joint Committee consisting of a representative of the Office concerned and an Authorized representative of the Manpower Service Provider.

9. The RMC, Mukhiguda 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.

10. The persons deployed by the Manpower Service Provider shall not claim and shall not be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.

11. In case of termination of this Agreement on 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.

12. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration 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.*

13. 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 be the responsibility of the Manpower Service Provider.

14. The Manpower Service Provider shall be responsible for contributions towards Employees State Insurance as per prevalent rules. Such employers contribution towards ESI for outsources personal will be reimbursed by the 1st party over and above the amount of consolidated remuneration subject to submission of satisfactory proof of such contribution by the service provider (Second Party).

LEGAL TERMS & CONDITIONS

15. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to specified remunerations payable to seasonal worker for paddy procurement work only in respect of the persons deployed by it in the

RMC, Mukhiguda. The Department or office concerned shall have no liability in this regard.

16. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the RMC, Mukhiguda to the concerned tax collection 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 Department or 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 RMC, Mukhiguda or any other authority under law.

18. The Tax deduction at Source (T.D.S) shall be done as per the provisions of Income Tax Act/ Rules, as amended from time to time and a certificate to this effect shall be provided by the RMC, Mukhiguda

*Note:- Registration/ License under the Contract Labour (Regulation and Abolition) Act,1970 is applicable to Manpower Service Provider employing more than 20 workmen.

18. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the RMC, Mukhiguda will be entitled to get itself reimbursed out of the outstanding bills or the Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.

19. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The RMC, Mukhiguda will have no liability towards non-payment of remuneration to the persons 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 RMC, Mukhiguda by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Security Deposit.**

FINANCIAL TERMS & CONDITIONS

20. The Technical Bid should be accompanied with Bid Cost (non-refundable) and Earnest Money Deposit (EMD), refundable without interest in the form of Demand Draft drawn in favour of Secretary, RMC, Mukhiguda failing which the tender shall be rejected out rightly.

21. 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 against the initial requirement within 5 days from date of placing the order the EMD shall stand forfeited without giving any further notice.

22. The successful tenderer will have to deposit an amount of 15 days employees cost including statutory dues as Security Deposit in the form of Bank Guarantee duly pledged to The Secretary, RMC, Mukhiguda, covering the period of

contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to accordingly renewed by the successful tenderer.

23. In case of breach of any terms and condition attached to this agreement, the Security Deposit of the Manpower Service Provider shall be liable to forfeited besides annulment of the Agreement.

24. The Manpower Service Provider will have to pay wages to deployed seasonal staff in the 1st week succeeding month and to submit all paid bill voucher with attendance sheet duly verified by RMC Mukhiguda to this office for release of payment.

25. In the event of any dispute arising in respect of the clauses of the agreement same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the Chairman RMC for his decision and the same shall be binding on all parties.

26. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located. The successful bidder will enter into an agreement with Sub-Collector, Dharamgarh -cum- Chairman RMC, Mukhiguda for supply of suitable and qualified experienced manpower as per requirement of this Office on the above terms and conditions.

ANNEXURE A - DETAILS OF HR POSITIONS, JOB-DESCRIPTION AND REMUNERATION

HR POSITIONS, MINIMUM QUALIFICATIONS & EXPERIENCE AND REMUNERATION

Position for engagement of seasonal staff	No. of posts	Age as on 01.01.2023	Minimum Qualification	Experience	Rate of monthly Remuneration (Rs.)
Seasonal staff (Quality analyst)	To be decided after the DLPC meeting to the procurement season	18-45 Yr.	10 th +2	Minimum 2yr. as Quality analyst on paddy <i>N.B: Needs to produce certificate</i>	As per latest guideline of Labour Commissioner, Odisha

FORMATS FOR SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSAL

FORMATS FOR TECHNICAL PROPOSAL

Form 1: cover Letter (Technical Bid)

Tender Call Notice No:Date:

<Location, Date>

To

The Office of the Regulated Market Committee, Mukhiguda

Subject: Submission of the Technical bid for selection of HR Service Provider for hiring manpower under Office of the Regulated Market Committee, Mukhiguda.

Dear Sir/Madam,

We, the undersigned, offer to provide our services to the **Office of the Regulated Market Committee, Mukhiguda** on your Tender Call Notice vide no <insert tender no> dated <insert date>. 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 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 Designation of Signatory:

Name of Firm:

Address:

Location:

Date:

Form 2: Particulars of the Bidder

Tender Call Notice No:, Date:

1. Name of the Organisation:		
2. Legal Status of Organisation		
3. Address of Corporate/ National Office		
4. Address of Office in Odisha		
5. Telephone No./Fax No.		
6. Email Address		
7. Website		
8. Registration No. of Certificate of Incorporation & Date		
9. No. of years organization has been in existence (as on 1 st April 2021)		
10. Service Tax Registration No. & Date of Registration		
11. Permanent Account Number of Income Tax & Date of Regn.		
12. Registration No. of Labour Regn. Certificate & Date of Regn.		
13. Registration No. of EPF Regn. Certificate & Date of Regn.		
14. Registration No. of ESI Regn. Certificate & Date of Regn.		
15. No. of years of experience as HR service provider (as on 1 st April 2023)		
16. Date of first assignment as HR service provider (dd/mm/yyyy)		
17. Date of first assignment as HR service provider for Govt. Dept. (dd/mm/yyyy)		

18. Annual Turnover (Rs.) for 3 years as below:

Year	Total Turnover
2020-2021	
2021-2022	
2022-2023	
Average Annual Turnover	

19. Details of experience of carrying out assignments as HR service provider in Govt. Sector/ Public Sector Undertaking/ Autonomous Bodies in chronological order since inception.

Sl.	Financial Year	Description of Assignment as per Work Order	Name of Issuing Authority	Duration of Assignment			Value of Assignment (Rs.)	Work Order attached (Page no.)
				Start Date	End Date	Total Duration of Assignment in Months		

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

Signature of the Tenderer

Date:

Place:

Company Seal

Form 3: Document Checklist for Technical Bid

Sl.	Eligibility Compliance Document	Provided (Yes/ No)	Page No in the Technical Bid
1	Copy of Certificate of Incorporation / Registration/ Partnership Deed, MoA/ Bye-laws, etc.		
2	Copy of Service Tax Registration Certificate		
3	Copy of Income Tax PAN		
4	Copy of Labour Registration Certificate		
5	Copy of EPF Registration Certificate		
6	Copy of ESI Registration Certificate		
7	Copy of Audited Balance sheet and Profit & Loss Account as proof of Annual Turnover for the financial years 2020-21, 2021-22 and 2022-23		
8	Copy of Income Tax Return for the financial years 2020-21, 2021-22 and 2022-23		
9	Copy of Service Tax Return for the financial years 2020-21, 2021-22 and 2022-23		
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:)		

Signature of witness
Date:
Place:

Signature of the Tenderer
Date:
Place:

Company Seal

Form 4: self-declaration of not being ineligible

On the Letter Head _____

I, Sri/Smt. _____ aged about _____ years
S/o/D/o/W/o _____ Proprietor/Partner/ Director of
M/s _____ At- _____ Po- _____,
PS _____, District _____ do hereby solemnly declare as
follows:

- 1) That pursuant to the tender call notice No. _____ dt. _____ of Office of the Regulated Market Committee, Mukhiguda for selection of HR Service Providers for hiring manpower under **Seasonal staff (Quality Analyst)**, I/my firm/company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Govt. Organisation or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That the facts stated above are true to the best of my knowledge and belief.

Signature of the Tenderer

Date:

Place:

Company Seal

Form 5: cover Letter (Financial Bid)

<Location, Date>

To

The Office of the Regulated Market Committee, Mukhiguda

Subject: Submission of the Financial Proposal for selection of HR Service Provider for hiring manpower under Seasonal staff (Quality Analyst) .

Dear Sir/Madam,

We, the undersigned, offer to provide our services for selection of HR Service Providers for hiring manpower under **Seasonal staff (Quality Analyst)** in accordance with your Tender Document <<tender paper No. >>dated<<Date>>and our Bid (Technical and Financial Bid). Our Financial Bid is attached in **Form 9**.

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 payment.

We hereby declare that the information contained in the Tender is true and correct to the best of our knowledge and belief.

Thanking you,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Form 6: Financial Bid Submission Format

Tender Call Notice No: _____ Date: _____

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.

The minimum remuneration to the employee shall be paid by the service provider as per the latest guidelines of the labour commissioner, Odisha.

Position	Value of Service Charge per person/ per day (in INR)
Seasonal Staff (Quality Analyst)	

Overall Total Service Charges per person/ per day in Words:

Signature of witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

Form 6: Financial Bid Submission Format

Tender Call Notice No:, Date:

For providing Manpower Service to Regulatory Market Committee, Mukhiguda

1. Name of the tendering manpower service provider:
2. Rate per person per day (8 Hour per day) inclusive of all statutory liabilities, taxes, levies, cess etc.

Sl No	Category	Quoted amount (Including basis Pay, EPF, ESI, GST and other statutory charges *As per latest guide lines of concerned Dept.) (if applicable) per person per day	Overhead charges per person per day	Total charges per person per day (C+D)
A	B	C	D	E
1	Seasonal Staff (Quality analyst of paddy)			

Overall Total Service Charges per person/ per day in Words:

Signature of witness
Tenderer

Date:

Place:

Signature of the

Date:

Place:

Company Seal