



ODISHA MADHYAMIKA SHIKSHA MISSION



N-1/9, Nayapalli, Po: Sainik School, Bhubaneswar-751005

Phone No.0674-2302324, Email- mis.omsm@gmail.com

Letter No. 825 / . Dated. 25/ 04 /16

File No.748/Estt/2016

RETENDER NOTICE

Sealed Tender are invited from reputed manpower supplier agencies / service providers to provide the services of Data Entry Operators, Peons, Driver, Sweepers, Gardeners and Security Guard on outsourcing basis to the office of the SPD, OMSM(RMSA). The Tender document containing the detail terms & conditions can be obtained from the Office of the State Project Director OMSM(RMSA), Bhubaneswar during office hour from **26.04.2016 to 11.05.2016** on payment of Rs. 1000/- (Rupees One Thousand) only in shape of Bank Draft drawn in favour of "State Project Director, OMSM (RMSA), Bhubaneswar" the Tender document can also be download from website www.oavs.in In case the application form is downloaded from website, the applicant shall furnish a demand draft for an amount of Rs. 1000/- (Rupees One Thousand) only drawn in favour of "State Project Director, OMSM(RMSA), Bhubaneswar" towards the cost of application along with the application. The Tender document complete in all respect should reach the undersigned on or before **11th may 2016 by 3PM through registered post/speed post & courier only and shall be opened on the same date at 4PM.**


22.04.2016
State Project Director
OMSM(RMSA)



TENDER DOCUMENTS

FOR

SELECTION OF MANPOWER SERVICE PROVIDER FOR OMSM F.Y:2016-17

**Odisha Madhyamika Shiksha Mission
Plot No-N-1/9 (Near Doordarshan Kendra),
P.O.: Sainik School, Nayapalli,
Bhubaneswar-751005**

CONTENTS OF TENDER DOCUMENT

SI No.	Description of contents	Page Number
1.	Important information to the Bidders	03
2.	Scope of work and general instruction for Bidders.	04-06
3.	Technical requirements for the tendering manpower Service Provider.	07
4.	Application-Technical Bid	08-09
5.	Declaration	10
6.	Application-Financial Bid	11
7.	Terms and Conditions	12-17
8.	Documents to be provided with technical bid	18

TENDER DOCUMENT

IMPORTANT INFORMATION TO THE BIDDER.

- a) Availability of tender document : web site: www.oavs.in & Office of SPD, OMSM(RMSA)
- b) Date of Issue of tender Document from Finance section, OMSM : From **26/04/2016** to **1PM of 11/05/2016** during office hour (except Sunday & holiday)
- (c) Date and time for submission of the Tender documents by speed post/ Registered post/courier : **up to 03 PM of 11/05/2016**
- (d) **Cost of tender paper** : Rs.1000/- in shape of DD drawn in favour of State Project Director, OMSM (RMSA), Bhubaneswar for both direct purchase from OMSM office and in case of downloaded from web site which will be annexed with the Technical Bid
- (e) **Earnest money Deposit** : Rs.60,000/- in shape of DD in favour of State Project Director, OMSM(RMSA)
- (f) Date & time of opening of Tender : **11/05/2016 at 4.00 PM**
- (g) Venue : OMSM Conference Hall, Odisha Madhyamika Shiksha Mission, Plot No-N-1/9 (Near Doordarshan Kendra), P.O.: Sainik School, Nayapalli, Bhubaneswar-751005.
- (g) Likely date for commencement of Deployment of required manpower : **01/06/2016**

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. The Odisha Madhyamika Shiksha Mission, RMSA requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of **Date Entry Operators(DEOs),Peons, Sweeper, Gardener, Driver & Security Guards** on out sourcing basis for day to day official work.
2. The contract of providing the aforesaid manpower is likely to commence from **01/06/2016** and would continue till **31/05/2017**. The period of the contract may be further extended beyond **31/05/2017** provided that the requirement of the SPO, OMSM, Bhubaneswar for manpower persists at that time or may be curtailed / terminated before **31/05/2017** owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider **OR** because of change in the SPO, OMSM requirements. The State Project Director (SPD), OMSM (RMSA) however, reserves the right to terminate this initial contract at any time after giving 15 days notice to the selected Service Provider.
3. State Project Office ,OMSM Bhubaneswar has tentative requirement of 19 (nineteen) nos. of Data Entry Operators (DEOs),06(six) nos. of Peons,02 (two) nos.of Sweepers, 01(one) no. of Gardener, 01(one) no. of Driver & 02(two) nos. of Security guards on round the clock basis.The total requirement may increase / decrease.
4. The estimated cost of the contract is around Rs.30,00,000/- (Rupees thirty lakh) only per year.
5. The interested Manpower Service Providers may submit the tender document complete in all respects along with EMD and other requisite documents on or before **11/05/2016 up to 3.00PM** addressed to Odisha Madhyamika Shiksha Mission, Plot No-N-1/9 (Near Doordarshan Kendra), P.O: Sainik School, Nayapalli, Bhubaneswar-751005 by **registered Post / Speed Post / Courier only**.OMSM is not responsible for any postal delay.The various crucial dates and information relating to **“Tender for providing manpower Services to Odisha Madhyamika Shiksha Mission, RMSA”** are indicated in the important Information to the Bidder as stated in page-03.
6. 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 OMSM”** & **“Financial Bid for Providing Manpower Services to OMSM”**. Both sealed envelopes should be

Services to Odisha Madhyamika Shiksha Mission". The tender should be addressed to Odisha Madhyamika Shiksha Mission, Plot No-N-1/9 (Near Doordarshan Kendra), P.O: Sainik School, Nayapalli, Bhubaneswar-751005.

7. **Earnest Money Deposit (EMD)** : The bidder shall have to furnish EMD of Rs.60,000/- (Rupees Sixty thousand) only in shape of Demand Draft drawn in favour of State Project Director ,OMSM (RMSA), Payable at Bhubaneswar, **failing which the tender shall be rejected summarily.** The instrument in original should be necessarily accompanied with the Technical Bid of the bidder.
8. 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 / out rightly rejected and will not be considered any further:**
- (a) Registration certificate of the applicant's organization.
 - (b) Documentary proof of the registered office or one of the branch offices of the manpower service providers located in Bhubaneswar.
 - (c) Documentary proof of 03 years experience in providing manpower service to State Government/ Central Government Departments/PSU on similar work.
 - (d) Copy of the bank pass book in the name of the organization alongwith bank statement containing transactions made during the year **2015-16.**
 - (e) Copy of PAN / GIR card.
 - (f) Copy of the IT return filed for the last three financial year,i.e., 2012-13, 2013-14 & 2014-15.(i.e.Assessment Year 2013-14, 2014-15 & 2015-16).
 - (g) Copy of Service Tax registration certificate(ST-02) & ST-03 return as on 31/12/2015.
 - (h) Copies of EPF and ESI registration certificates.
 - (i) Copies of EPF Electronic Challan Return(ECR) and remittance conformation slip for the month of December-2015&January-2016.
 - (j) Copy of ESI return as on January- 2016 and e-challan of ESI for the month of December -2015 & January-2016.
 - (k) Copy of valid Contract labour License (R & A) Act,1970.
 - (l) Copy of the Audited Statement of accounts (Balance Sheet ,Profit & Loss A/C etc.) showing minimum annual turn over of 30 lakhs **each** in the Financial Year (FY) 2012-13, 2013-14, 2014-15.

- (m) Copy of single contract on similar work worth Rs.10.00 lakhs per annum for in FY 2012-13,2013-14 & 2014-15 .
- (n) Copy of the Licence to engage in the Business of Private Security Agency issued by Home Department, Govt. of Odisha only in case of Security Guards.
- (o) Money receipt towards purchase of tender paper directly from Finance section OMSM. DD mounting to Rs.1000/- in case of Tender Document down loaded from web site.
- (p) Tender Document duly signed and sealed by the authorised person of the service provider in each page as a token of acceptance of all terms and conditions of the Bid.

The Bidders who meets the qualitative requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.

9. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**
10. 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.
11. The Technical bids shall be opened on the scheduled date and time at **4 PM on 10/05/2016** in the conference hall of **OMSM, 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.
12. The Financial Bid of only those tenderers will be opened whose Technical bids are found in order. The date,time & place of opening of Financial BID will be communicated after evaluation of Technical BID.
13. The State Project Director, OMSM, Bhubaneswar reserves the right to annul all **OR** any of the bids without assigning any reasons thereof.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specification.
 - a. They should be registered with the appropriate registration authority;
 - b. The registered office or one of the branch offices of the manpower service providers should be located in Bhubaneswar.
 - c. They should have at least three years' experience in providing manpower to State Government/ Central Government Departments/PSU on similar work.
 - d. They should have their own Bank Account.
 - e. They should be registered with Income Tax and filed IT-Return for FY 2012-13, 2013-14 & 2014-15 (i.e. Assessment Year 2013-14, 2014-15 & 2015-16). They should be registered with Service Tax Department and obtained ST-3 Return up to 31/12/2015.
 - f. They should be registered with appropriate authorities under Employees Provident Fund and obtained e-challan up to January-2016.
 - g. They should be registered with appropriate authorities under Employees State Insurance Acts and obtained return upto January-2016 and e-challan on ESI upto January-2016.
 - h. They should have obtained valid contract Labour License [R & A] Act,1970 any other regulatory clearance that may be required for providing manpower
 - i. They should have minimum annual turn over of 30 lakhs **each** in the FY 2012-13,2013-14,2014-15.
 - j. Execution of single contract on similar work worth Rs.10.00 lakhs **each** in FY-2012-13, 2013-14 & 2014-15.
 - k. They should have possess valid licence to engage in the Business of Private Security Agency issued by Home Department, Govt. of Odisha.

APPLICATION- TECHNICAL BID

For Providing Manpower Services, SPO, OMSM, BHUBANESWAR.

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 Office (s): _____

7. Banker of Manpower Service Provider (Attach certified copy of statement of
A/c for the last Three years):

Telephone Number of Banker:- _____
8. PAN/ GIR No. (Attach attested copy): _____
9. Service Tax Registration No. (Attach attested copy): _____
10. E.P.F. Registration No. (Attach attested copy): _____
11. E.S.I. Registration No. (Attach attested copy): _____
12. valid Licence issued by Home Department Govt. of Odisha
(Attach attested copy): _____
(only in case of Security Guards).

13. Financial Turnover of the tendering Manpower Service Provider for the below mentioned Financial Years on similar contract:

Financial Year	Amount (in lakhs)	Remarks, if any
2012-13		
2013-14		
2014-15		

14. Additional information, if any (Attach Separate Sheet if space provided is insufficient):
15. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years i.e.2012-13,2013-14,2014-15 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 Service Provided		Amount of contract (Rs. in lakhs)	Duration of Contract	
		Type of manpower provided	No.		From	To

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

Date:

Place:

Signature of Authorized Person with seal

Name:

Seal :

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 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 Authorized Person with seal

Place:

Name:

Seal :

APPLICATION – FINANCIAL BID

For Providing Manpower Services, SPO, OMSM, 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						
		*Remuneration	Employer share of EPF	Employer share of ESI	Other Statutory dues, if any	Service Charge	Service Tax	Total per person
1	Security Guard	5100/-						
2	DEO	5200/-						
3	Peon	4500/-						
4	Sweeper	4500/-						
5	Gardener	5100/-						
6	Driver	5700/-						

- **N.B. The Bidder has to quote the rate as per rate of remuneration mentioned in the above table.**

Date:

Signature of Authorized Person with seal

Place:

Name:

Seal :

[*] Remuneration mentioned above include the EPF & ESI Share of employee.

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 into 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 manpower.
3. Tender of the Bidder quoted less remunerations than the remuneration mentioned above will be rejected.
4. EPF, ESI, Service tax is to be calculated as per existing rules. Evaluation Committee of OMSM is authorized to make corrections in case of wrong calculation made by the bidder in respect of EPF, ESI, Service tax rate while determining the lowest-01(L1) bidder. In this regard the decision of SPD, OMSM is final and binding to all the bidder.

TERMS CONDITIONS

GENERAL

1. The Agreement shall commence from 01/06/2016 and shall continue till 31 / 05/2017 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 OMSM.
2. The Agreement shall automatically expire on 31/05/2017 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 manpower service provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent state. 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.
6. The authority reserves the right to terminate the agreement during initial period also after giving 15 days notice to the manpower service provider.
7. The person deployed shall be required to report for work at 10.00 AM and may also require to work beyond 5.00 PM for which he would not be paid any extra remuneration. 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.
8. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the authorized officer of State Project Director, OMSM, Bhubaneswar so that optimal services of the persons deployed could be availed without any disruption.

9. The entire financial liability in respect of manpower service deploy in the SPO,OMSM shall be that of the manpower service provider and the SPO, OMSM, Bhubaneswar concerned will in no way be liable. It will be the responsibility of the manpower service provider to pay .to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidences as may be required by the SPO, OMSM, Bhubaneswar.
10. The payment of remuneration to the manpower has to be through a/c payee cheque/ RTGS/ NEFT transfer only. No cash payment can be made to them.
11. 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 SPO, OMSM, Bhubaneswar.
12. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The SPO, OMSM, Bhubaneswar shall, in no way be responsible for settlement of such issues whatsoever. In case the Grievance of the deployed person 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 SPD, OMSM, Bhubaneswar and authorized representative of the manpower service provider.
13. The SPO, OMSM, Bhubaneswar 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.
14. 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.
15. 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.
16. 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.

17. 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.
18. 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.
19. The person deployed by the manpower service provider should have good police records and no criminal case should be pending against them.
20. 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 SPO, OMSM, Bhubaneswar concerned. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed.

LEGAL

21. 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.
22. 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 SPO, OMSM, Bhubaneswar. The SPO, OMSM, Bhubaneswar shall have no liabilities in this regard.
23. The manpower service provider shall also be liable for depositing all taxes levies, cess, etc. on account of service rendered by it to the SPO, OMSM, Bhubaneswar to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Attested Xerox copy of such documents shall be furnished to the SPO, OMSM, Bhubaneswar.

24. The manpower service provider shall maintain all statutory registers under the law and shall produce the same on demand, to the authority of the SPO, OMSM, Bhubaneswar or any other authority under law.
25. The tax deduction at source(T.D.S) shall be done as per the provision as per the income tax act/rule, as amended from the time to time and certificate to this effect shall be provided by the SPO, OMSM, Bhubaneswar.

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

In case the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the SPO, OMSM, Bhubaneswar is put to any loss/obligation, monetary or otherwise, SPO, OMSM, Bhubaneswar 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 SPO, OMSM, 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 SPO, OMSM, Bhubaneswar concerned by the person deployed, the same will be recovered from the unpaid bills or adjusted from the Performance Security deposit.

FINANCIAL

27. The technical bid should be accompanied with an earnest money deposit (EMD), refundable without interest, as per para-07 of Scope of work and general instructions to the bidders in the form of demand draft drawn in favour of State Project Director ,OMSM, 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 tendered if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of place in the order, the EMD shall stand forfeited without giving any further notice.**
29. The successful Tenderer will have to deposit a Performance security deposit of 5% of the contract value only in form of Bank gurantee/Bank draft/bankers cheque

drawn in favour State Project Director ,OMSM (RMSA), Payable at Bhubaneswar . In case, the contract is further extended beyond the initial period the Bank guarantee will have to be accordingly renewed by the successfully tenderers. In case of renewal, the amount of performance security deposit is to be determined by the SPO, OMSM, Bhubaneswar taking in to account the contractual obligation of the manpower service provider.

30. In case of breach of any terms and conditions attached to the agreement, 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 will be responsible for payment of wages/remuneration/salary to the personnel deployed by them .Each month the Agency shall furnish photocopy of Acquittance Roll exhibiting payment released to each personnel , attendance sheet alongwith the bill (in triplicate) .There after it shall be **reimbursed** by OMSM after verification.
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 State Project Director, OMSM, Bhubaneswar.
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 so as to overcome the problem encountered at a later stage.
35. In case more than one bidder quote same service charges per manpower per month/ more than one bidder become L1 bidder then the following procedure shall be adopted to settle the dispute and to choose the L1 bidder:
 - a) The turnover of the bidding firms (only from manpower service providing business) are taken in to consideration, the bidding firm having high turnover shall be given more weightage over bidding firm having low turnover.
 - b) Experience in providing manpower on outsourcing basis in Govt. sector of the bidding firm shall be taken in to consideration. Firms having more experience in Govt. sector shall be given preference over firms having less experience.

c) Volume of Payment of statutory dues like EPF, ESI & Service Tax of bidding firms shall be taken into consideration for which bidding firms are required to furnish all the documentary evidence in support of their payment of statutory dues (EPF, ESI & Service Tax) of last 02(two) Financial Years i.e. F.Y-2014-15 & 2015-16.

35. 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.
36. All disputes shall be under the jurisdiction of the court at Bhubaneswar where the headquarters of Odisha Madhyamika Shiksha Mission, Bhubaneswar, who has executed the agreement, is located.
37. The successful bidder will enter into an agreement with State Project Director, OMSM, Bhubaneswar for supply of suitable and qualified manpower as per requirement of SPO, OMSM, Bhubaneswar on the above terms and condition.

SELF ATTESTED DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application -Technical Bid.
2. Documentary proof of the registered office or one of the branch offices of the manpower service providers located in Bhubaneswar.
3. Documentary proof of 03 years experience in providing manpower service to State Government/ Central Government Departments/PSU on similar work.
4. Copy of the bank pass book in the name of the organization alongwith bank statement containing transactions made during the year **2015-16**.
5. Copy of PAN / GIR card.
6. Copy of the IT return filed for the last three financial year,i.e., 2012-13, 2013-14 & 2014-15.(i.e.Assessment Year 2013-14, 2014-15 & 2015-16)
7. Copy of Service Tax registration certificate(ST-02) & ST-03 return as on 31/12/2015.
8. Copies of EPF and ESI registration certificates.
9. Copies of EPF Electronic Challan Return(ECR) and remittance conformation slip for the month of December-2015 & January-2016.
10. Copy of ESI return as on January-2016 and e-challan of ESI for the month of December-2015 & January-2016.
11. Copy of valid Contract labour License (R & A) Act,1970.
12. Copy of the Audited Statement of accounts (Balance Sheet ,Profit & Loss A/C etc.) showing minimum annual turn over of Rs.30 lakhs **each** in the Financial Year (FY) 2012-13, 2013-14, 2014-15.
13. Copy of single contract on similar work worth Rs.10.00 lakhs in FY 2012-13, 2013-14, 2014-15.
14. Copy of the Licence to engage in the Business of Private Security Agency issued by Home Department,Govt. of Odisha in case of deployment of Security Guards.
15. EMD as mentioned in para-07 of the scope of work of the tender document in shape of Demand draft/Bankers cheque.
16. Money receipt towards purchase of tender paper directly from the office of SPD, OMSM(RMSA),DD amounting to Rs.1000/- in case of Tender Document down loaded from web site.
17. Tender Document duly signed and sealed by the authorised person of the service provider in each page as a token of acceptance of all terms and conditions of the Bid.