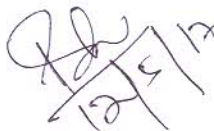


Odisha Information Commission
Block B-1, Toshali Bhawan, Satyanagar,
Bhubaneswar-751007

Tender Documents

For providing Services of Court Master, Data Processing Assistant, Legal Scrutinizer-cum-Sheristadar, Legal Facilitator, Driver and Peon to Odisha Information Commission by a well established, financially sound Private Manpower Service Provider.

- a) Period of issue of Tender Documents : 12.05.17 to 27.05.17
- b) Date and time for submission of Tender Documents : Till 27.05.17 at 4:00 P.M.
- c) Date and time for opening of
- a. Technical Bids : 29.05.17 at 11.00 A.M.
 - b. Financial Bids of eligible Bidders : 29.05.17 at 3.30 P.M
- d) Likely date for commencement of deployment of required manpower : 01.06.17



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SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Odisha Information Commission, Block B-1, Toshali Bhawan, Satyanagar, Bhubaneswar-751007 requires the services of reputed, well established and financially sound Manpower Service Provider(s) to provide services of **Court Master, Data Processing Assistants, Legal Scrutinizer-cum-Sheristadar, Legal Facilitator, Driver and Peon** on contract basis for day to day official work.
2. The contract for providing the aforesaid manpower is likely to commence from dt. **01.06.17** and would continue till **31.05.18**. The period of contract may be further extended beyond **31.05.18** provided the requirement of the Commission for manpower persists at the time or may be curtailed / terminated before **31.05.18** owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Commission's requirements. The Commission, however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. This Commission has tentative requirement for **01 no. of Court Master, 01 no. of Legal Scrutinizer-cum-Sheristadar, 08 nos. of Data Processing Assistant, 01 no. of Legal Facilitator, 01 no. of Driver and 07 nos. of Peon**. The requirements may increase/decrease in any/all the categories.
4. The estimated cost of the contract is **Rs. 23,50,000/- per annum (approx)**.
5. The interested Manpower Service Providers may submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) for **Rs. 12,000/-** and other requisite documents by dt. **27.05.17** upto **4:00 P.M.** at Odisha Information Commission.
6. The various crucial dates relating to "**Tender for Providing Manpower Services to the Odisha Information Commission, Block B-1, Toshali Bhawan, Satyanagar, Bhubaneswar-751007**" are cited as under.

a. Period of issue of Tender Documents	: dt. 12.05.17 to 27.05.17
b. Date and time for submission of Tender Documents	: Till 27.05.17 at 4:00 P.M.
c. Date and time for opening of	
i. Technical Bid	: dt. 29.05.17 at 11.00 A.M.
ii. Financial Bid of eligible tenders and selection	: dt. 29.05.17 at 3.30 P.M.
d. Likely date for commencement of Deployment of required manpower.	: dt. 01.06.17

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7. 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 Odisha Information Commission and "Financial Bid for providing manpower Services to the Odisha Information Commission"**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Manpower Services to Odisha Information Commission"**".
8. The **Earnest Money Deposit (EMD) of Rs. 12,000/-** refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft/ Pay Order drawn in favour of **Drawing and Disbursing Officer, Odisha Information Commission** failing which the tender shall be rejected summarily. Exemption of EMD under any condition will not be considered.
9. The successful tenderer will have to deposit a **Performance Security Deposit of Rs. 2,00,000/- (Rupees Two lakh only)** in the form of Bank Guarantee from any Nationalized Bank drawn in favour of **Drawing and Disbursing Officer, Odisha Information Commission, Bhubaneswar** 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 tenderer. Exemption claimed for deposit of performance security under any condition will not be considered.
10. The tendering Manpower Service Providers are required to enclose photocopies of the following documents (duly attested by Gazetted Officer of the State Governments/Central Government), along with the Technical Bid, **failing which their bids shall be summarily/outrightly rejected and will not be considered any further:**
- Registration Certificate of the applicant organization
 - Copy of PAN/ GIR card.
 - Copy of the IT return filed for the last three financial years
 - Copies of EPF, ESI & Service Tax Registration Certificates
 - Certified extracts of the Bank Account containing transactions during last three years.
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 filled clearly. If the space for furnishing information is insufficient a separate sheet duly signed by the authorized

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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 initialed by the person authorized to sign the tender bids.

13. The Technical bids shall be opened on the scheduled date and time at **11.00 A.M on 29.05.17** in the office room of the Secretary of the Commission in the presence of representative of the manpower service providers, if any, who wish to be present on the spot at that time.
14. The Financial bid of only those tenderers will be opened whose Technical bids are found in order. The Financial bids shall be opened at **3.30 P.M. on dt. 29.05.17** in the office room of Secretary to the Commission, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
15. The Competent Authority of the Odisha Information Commission reserves the right to annul all bids without assigning any reason.

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**TECHNICAL REQUIREMENTS FOR THE RENDERING 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 the jurisdiction of the Odisha Information Commission.
 - b. They should be registered with the appropriate registration authority;
 - c. They should have at least three years' experience in providing manpower to Government Departments, Public Sector Companies/ Banks, etc.
 - d. They should have their own Bank Account;
 - e. They should be registered with Income Tax and Service Tax departments;
 - f. They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - g. They should have any other regulatory clearance that may be required for providing manpower services.
 - h. Copies of E.P.F, E.S.I & Service Tax return filed by the Agency for the last three years.
 - i. Labour license to deploy more than 50 working men.
 - j. Copy of single contract in support of execution of contracts of similar type during preceding 3 (three) years of volume equal to or more than 60% of the estimated cost of the present contract.

Adh
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