

**OFFICE OF THE
REGULATED MARKET COMMITTEE, BANKI**

At/PO.-Banki, Dist-Cuttack, PIN-754008, Phone/Fax-(06723)295105
Email-rmcbanki1960@gmail.com, website-http://osamb.odisha.gov.in

No. 309 Dt. 30.11.23

QUOTATION CALL NOTICE

Sealed quotations are invited from the reputed Manpower Agencies/Service Providers to provide the services of Manpower on outsourcing basis for day to day official work of Regulated Market Committee, Banki having GST Certificate, EPF/ESI/PAN etc.

The documents shall only be downloaded from the district website <https://cuttack.nic.in> & submit the due date.

The last date of receipt of quotation document is dt.12.12.23 upto 5.00P.M. at The Secretary, O/o the Regulated Market Committee, Banki, At/PO.-Banki, Dist-Cuttack, PIN-754008 by registered Post/Speed Post only. The Sub-Collector, Banki-cum-Chairman, R.M.C. Banki shall not held responsible for any postal delay. No quotation shall be received in person or by hand.

The undersigned reserves the right to accept or reject or cancel any or all the bids without assigning any reason thereof.


Sub-Collector, Banki
-cum-Chairman,
R.M.C. Banki

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. The Sub-Collector, Banki-cum-Chairman, R.M.C. Banki requires the services of reputed ,well established and financially sound Manpower Service Providers to provide manpower services on outsourcing basis for routine work of the office assigned to them.
2. The contract for providing the aforesaid manpower is for one year. The period of the contract may further be extended beyond one year subject to requirement of Sub-Collector, Banki-cum-Chairman, R.M.C. Banki and satisfactory performance of the agency. The contract may be curtailed/ terminated before end of contract period owing to insufficiency in service provider or because of change in RMC requirement.
3. The interested Manpower Service Providers may submit the Quotation document filled in all respect alongwith Earnest Money deposit(EMD) of Rs.10,000/- (Rupees ten thousand)only and other requisite documents on or before dt.12.12.23 at 5.00 p.m. in the Office of the Regulated Market Committee, Banki, At/PO.-Banki,Dist.-Cuttack,PIN-754008.

The bidders should download the Quotations from the district website i.e. <https://cuttack.nic.in>

The various dates relating to Quotation for providing Manpower Services to the Sub-Collector, Banki-cum-Chairman, R.M.C. Banki are cited as under.

- (a) Period of downloading of Tender document :From dt.01.12.23 onwards.
 - (b) Date for submission of Tender Documents : From dt.01.12.23 to dt.12.12.23 up to 5.00 P.M. (By Regd. Post/Speed Post only)
 - (c) Date and time for opening of :
 - (i)Technical Bid: dt.13.12.23 at 11.00AM
 - (ii)Financial Bids of eligible Bidders : dt.13.12.23 at 3.00P.M.
4. The tender envelopes should be superscripted **“Quotation for providing Manpower Services”** and it must be sealed.
 5. The Earnest Money Deposit(EMD) Rs.10,000/- (Rupees ten thousand)only, 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 Regulated Market Committee, Banki payable at Banki failing which the quotation shall be rejected.
 6. The successful Quotationer will have to deposit a performance security of Rs.50,000/- (Rupees fifty thousand)only in the form of Bank Guarantee from any Nationalized Bank in favour of the Regulated Market Committee, Banki covering the period of contract. In case the contract is further extended beyond the initial period, the Bank Guarantee will have to be renewed accordingly by the successful Quotationer.



7. Conditional bid shall not be considered and will be out rightly rejected.
8. All entries in the Quotation form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorised signatory may be attached. No overwriting or cutting is permitted in the in the financial bid form. In such cases, the quotation shall be summarily rejected. However, the cutting , if any , in the Technical Bid must be initialled person authorised to sign the Quotations.
9. The Technical Bids shall be opened on the scheduled date and time , in the O/o the Regulated Market Committee, Banki in presence of the authorised representatives of the Manpower Service Providers, if any ,who wish to be present on the spot at that time.
10. The Sub-Collector, Banki -cum-Chairman, R.M.C. Banki reserves the right to accept/reject or cancel any or all bids without assigning any reason thereof.

TECHNICAL REQUIREMENT FOR THE QUOTATIONING MANPOWER SERVICE PROVIDER

1. The Manpower Service Provider should fulfil the following technical specifications.
 - a. The registered office of the Manpower Service Provider should be located within Odisha.
 - b. The Service Provider for Manpower should have experience in providing Manpower Services to Central/State Government/PSU Departments. Proof of the successful execution of work from competent authority is to be enclosed.
 - c. The Manpower Service Provider should have own Bank Account.
 - d. The Manpower Service Provider should be registered with GST departments and should have valid GST Registration Number.
 - e. The Manpower Service Providers should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - f. The Manpower Service Provider should be registered with Labour Department i.e. License under Contract Labour (Regulations and Abolition)Act,1970.
 - g. The Service Provider should be a financially sound party and his annual turnover should not be less than Rs.10,00,000/-(Rupees ten lakh)only. Copy of audited financial statement for the financial year 2022-23 should be attached.

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TERMS AND CONDITIONS

GENERAL

1. The contract shall likely to commence from the date of placing of order for a period of one year unless it is curtailed or terminated by the authority owing to inefficiency of service, sub-standard quality of manpower deployed, breach of contract etc., or change in requirements.
2. The contract shall automatically expire on completion of one year unless or otherwise extended further on mutual consent of the service Provider and the Regulated Market Committee, Banki.
3. The contract 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 Provider and the Regulated Market Committee, Banki.
4. The Service Provider shall not be allowed to transfer, assign, pledge of sub contract its rights and liabilities under this to any other agency or organisation.
5. The service Provider will be bound by the details furnished by it to the Sub-Collector, Banki-cum-Chairman, R.M.C. Banki while submitting the Quotations or at any subsequent stage, it would be deemed to be a breach of terms of contract making it liable for legal action besides termination of the contract.
6. The authority reserves the right to terminate the agreement during initial period also after giving one month notice to the service provider.
7. The persons deployed shall be required to report for work at assign time and shall work under the Officer as may have been kept in charge of the Office. In case the person deployed comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
8. The service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Sub-Collector, Banki-cum-Chairman, R.M.C. Banki so that optimal services of the persons deployed could be availed without any disruption.
9. The entire financial liability in respect of manpower services deployed in Regulated Market Committee, Banki will in no way be liable. It will be the responsibility of the service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and show such evidence as may be required by the Sub-Collector, Banki-cum-Chairman, R.M.C. Banki.
10. For all intents and purposes, the service Provider shall be "Employer" within the meaning of different Rules and Acts in respect of Manpower so deployed. The person deployed by the Service Provider shall not have any claim whatsoever like employer and employees relationship against the Sub-Collector, Banki-cum-Chairman, R.M.C. Banki. There shall not be employer-employee relationship between Regulated Market Committee, Banki and the persons deployed on outsourced basis.
11. The Manpower Service Provider shall be solely responsible for the redresses of grievances of resolution of disputes relating to persons deployed. The Sub-



Collector, Banki-cum-Chairman, R.M.C. Banki, 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 service provider, the deployed persons can place their grievances before a joint committee consisting of a representative of the Sub-Collector, Banki-cum-Chairman, R.M.C. Banki and an authorised representatives of the service provider.

12. The Sub-Collector, Banki-cum-Chairman, R.M.C. Banki shall not be responsible for any financial loss or any injury /death of any person deployed by the Service Provider in the course of performing the functions/duties or for payment towards any compensation.
13. The persons deployed by the Service Provider shall not claim nor shall entitled to pay, perks and other facilities admissible to regular /confirmed employees during the contract or after expiry of the contract.
14. In case of termination of this agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to an shall have no claim for any absorption in regular or in other capacity.
15. The person deployed shall not claim any benefit of compensation or absorption or regularisation or deployment with this office under the provision of Rules and Acts. Undertaking in the form of an affidavit, from the person deployed to this effect shall be required to be submitted by the Service Provider.
16. The 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 Service Provider. The Service Provider shall be responsible for contribution towards provident fund and Employees State Insurance, wherever applicable and the proof of such deposit shall be submitted as and when required by the Sub-Collector, Banki-cum-Chairman, R.M.C. Banki.
17. The persons deployed by the Service Provider should have good police records and no criminal case should be pending against them.
18. The persons deployed should be polite, cordial and efficient while handing the assigned work and their actions should promote good will and enhance the image of Sub-Collector, Banki-cum-Chairman, R.M.C. Banki. The Service Provider shall be responsible for any act of indiscipline by the persons deployed.

LEGAL

19. 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 Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.

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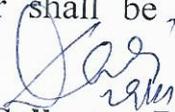
20. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages as payable to different types of workers in respect of the persons deployed by it in Sub-Collector, Banki-cum-Chairman, R.M.C. Banki. The Sub-Collector, Banki-cum-Chairman, R.M.C. Banki shall have no liability in this regard.
21. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to Sub-Collector, Banki-cum-Chairman, R.M.C. Banki 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 Sub-Collector, Banki-cum-Chairman, R.M.C. Banki.
22. The Service Provider shall maintain all statutory registers under the law and shall produce the same, on demand, to the Sub-Collector, Banki-cum-Chairman, R.M.C. Banki or any other authority under law.
23. In case, the Service Provider fails to comply with any liability under appropriate law and as a result thereof, the Sub-Collector, Banki-cum-Chairman, R.M.C. Banki is put to any loss/obligation monetary or otherwise Sub-Collector, Banki-cum-Chairman, R.M.C. Banki will deduct the same amount from the outstanding bills or the performance security deposit of the Service Provider, to the extent of the loss obligation in monetary terms.
24. The Agreement is liable to be terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration to employed persons and non-payment of statutory dues. The Sub-Collector, Banki-cum-Chairman, R.M.C. Banki will have no liability towards non-payment of remuneration to the persons employed by the Service Provider and the outstanding dues of the service provider to statutory authorities. If any loss caused to the Sub-Collector, Banki-cum-Chairman, R.M.C. Banki by the person deployed the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.

FINANCIAL

25. The financial bid should be accompanied with an Earnest Money Deposit (EMD) of refundable without interest of Rs.10,000/- (Rupees ten thousand) only in the form of Demand Draft/Pay order in favour of "**Regulated Market Committee, Banki**" failing which the Quotation shall be rejected outrightly.
26. 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 15 days from the date of placing the order the EMD shall stand forfeited without giving any further notice.



27. The successful tenderer will have deposit a Performance Security Deposit of Rs.50,000/- (Rupees fifty thousand) only in the form of Bank Guarantee from any Nationalised Bank in favour of "Regulated Market Committee, Banki" 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 bidder.
28. In case of breach of any terms and conditions attached to this agreement, the performance security deposit of the Service Provider shall be liable to be forfeited beside annulment of the agreement.


Sub-Collector, Banki-cum-
Chairman, R.M.C. Banki

MANDATORY DOCUMENTS TO BE PROVIDED

1. Technical Bid and Financial Bid to be submitted separately.
2. Self-attested copy of registration certificate of Agency
3. Self-attested copy of PAN/GIR card.
4. Self-attested copy of IT return of 2022-23 assessment year filed by agency.
5. Self-attested copy of GST Registration certificate .
6. Self-attested copy of EPF Registration Certificate with proof of payment upto 31.03.2023.
7. Self-attested copy of ESI Registration Certificate with proof of payment upto 31.03.2023.
8. Self-attested copy of Labour Licence, Registration Certificate under Contract Labour(Regulations and Abolition Act,1970)
9. Self-attested copy of similar type of work experience for providing
Data Entry Operator, Market Guard, etc.
10. Certified documents in support of financial turn over for the financial year 2020-21, 2021-22 and 2022-23
11. Copy of the all pages in Quotation document with each page duly signed and sealed by the authorised signatory of the agency in token of their acceptance. Failures to submit any of the above documents will lead to rejection of the Quotation.

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER

1. List of Manpower to be provided by the agency for selection of Manpower in details i.e. date of birth, marital status, address, educational qualification etc.
2. Bio-data indicating the permanent, temporary address, colour photograph and mobile number. Undertaking from the person concerned.
3. Any other relevant documents.

Seal & Signature of Bidder


Sub-Collector, Banki
-cum-Chairman,
R.M.C. Banki

APPLICATION - TECHNICAL BID

FOR PROVIDING MANPOWER SERVICE TO REGULATED MARKET
COMMITTEE, BANKI

1. Name of the Tendering Manpower Service Provider:-

2. Details of Earnest Money Deposit of Rs.....drawn on Bank: -

D.D. No. _____ Date _____

3. Name of the Proprietor/Director: _____

4. Full address of Registered Service Provider: _____

Telephone/Mobile No. _____

Email Id:- _____

5. Full Address of operating/Branch Office: _____

Telephone/Mobile No. _____

Email Id:- _____

6. Name & Mobile No. of authorised Officer/Person to liaise with Field Office(S):

7. Bank of the Manpower Service Provider: _____

(Attach certified copy of statement of A/c for the last three years)

Telephone No. of Banker _____

8. PAN/GIR No.: _____

(Attach attested copy)

9. Service Tax Registration No. _____

(Attach attested copy)

10. EPF Registration No. _____
(Attach attested copy)

11. ESI Registration No. _____
(Attach attested copy)

12. Financial turnover of tendering Manpower Service Provider for the last 3(three) Financial years.(Copy of supporting records to be furnished).

Financial Year	Amount(Rs. Lakh)	Remarks, if any
2020-21		
2021-22		
2022-23		

13. Additional Information , if any:-
(Attach separate sheet if space provided is insufficient)

1. 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.)The copy of document in support of providing manpower to Government/PSU/Bank should be enclosed.

Sl No.	Name of client, address, telephone & mobile No.	Manpower Service Provided		Amount of contract (Rs. in lakhs)	Duration of Contract	
		Type of Manpower Provided	No.		From	To

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

Date:

Place:-

Signature of Authorized Person

Name:-

Seal:-

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FINANCIAL BIDFOR PROVIDING MANPOWER SERVICE TO REGULATED MARKET
COMMITTEE, BANKI

1. Name of tendering Manpower Service Provider:- _____
2. The bidder shall give the rate per person per month inclusive of all statutory liabilities, taxes, levies, cess, profit, etc.

Sl No.	Manpower Type	Monthly Rate Per Person						
		Consolidated remuneration	Employer EPF share as applicable	Employer ESI share as applicable	Other Statutory dues if any(Rs.)	Service Charges (Rs.)	GST (Rs.)	Total per persons(Rs.)
1.	Data Entry Operator-01(one)	11,100/-						
2.	Market Guard-02(Three)	10,500/-						

Note:-

- (i) The monthly consolidated remuneration fixed by Finance Department letter No.30772 dt.06.11.21 is applicable for quoting financial bid against each category of personal.
- (ii) The total rate quoted by the Tendering Agency should be inclusive of all statutory/Taxation liabilities in force at the time of entering into contract.
- (iii) Payment shall be made on conclusion of the calendar month only on the basis attendance for the month for which duty has been performed by each manpower.

Place:-

Date:-

Signature of tendering Manpower
Service Provider with Seal


FINANCIAL BID
FOR PROVIDING MANPOWER SERVICE TO REGULATED MARKET
COMMITTEE, BANKI

1. One Sri Sanket Kumar Pradhan has been deployed as Mandi Analyst by Nagarjuna Fertilizers & Chemicals Ltd, the strategic partner to SFAC for implementation and rollout of the of e-NAM project under R.M.C. Banki on dt.17.10.2022 for a initial period of one year. As per letter No.3015 dt.18.10.23 of O.S.A.M. Board, Bhubaneswar, his service will be continued through a third party service provider from dt.17.10.23. The selected Agency will have to register his name at his level and the wages should not be less than the wages he is getting earlier from the strategic partner i.e. M/s Nagarjuna Fertilizers & Chemicals Ltd. *is as follows.*

Mr. Sanket Kumar Pradhan Mandi Analyst	Components	Monthly	Yearly
	Basic	10,816/-	1,29,792/-
	HRA	5,102/-	61,225/-
	Statutory Bonus	901/-	10,812/-
	Gross(A)	16,819/-	2,01,829/-
EMPLOYER CONTRIBUTIONS			
	PF Contribution@12%	1,298/-	15,575/-
	PF Admin charges@1%	109/-	1,308/-
	ESI@3.25% on Gross	547/-	6,564/-
	Sub Total(B)	1,954/-	23,447/-
	G. Total(A+B)	18,773/-	2,25,276/-
EMPLOYER CONTRIBUTIONS			
	PF Contribution@12%	1,298/-	15,575/-
	PT	125/-	1,500/-
	ESI@0.75% on Gross	126/-	1,514/-
	Sub Total(C)	1,549/-	18,589/-
	Net Salary(A-C)	15,270/-	1,83,240/-

Place:-
Date:-

Signature of tendering Manpower
Service Provider with Seal

[Handwritten Signature]