

OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER; JHARSUGUDA

AT:- NEAR BIG BAZAR, PO/DIST :- JHARSUGUDA

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Order No. 418 /CDVO(JSG)Dt. 17/2/2020
Tender Call Notice

Chief District Veterinary Officer, Jharsuguda invites sealed tenders from the registered firms / agencies for outsourcing of Group-D (Chowkidar Post) for Chief District Veterinary Office & Hospital/ Dispensary to be submitted at CDVO,Office ,Jharsuguda, At/Po:- Sarabahal, District:- Jharsuguda, Pin:- 768201.

The tender documents can be downloaded from the website NIC,Jharsuguda . The cost of the tender paper shall be submitted in shape of DD of Rs.500/- + VAT as applicable along with the tender documents.

Earnest money mentioned in the tender documents of each tender may be deposited alongwith tender papers in shape of bank draft duly pledged in favour of CDVO, Jharsuguda payable at Jharsuguda which will be refunded to the unsuccessful bidders after finalization of tender process.

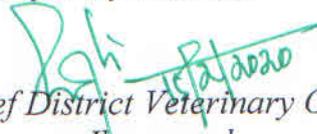
The offer reaches to the undersigned on or before 02.03.2020 by 03 PM through Regd/ Speed post only which shall be opened in the office of the CDVO, Jharsuguda in presence of the bidders on dt.02.03.2020 at 04 PM in the office of CDVO, Jharsuguda.

The authority reserves every right to accept or reject any tender without assigning any reason thereof.


Chief District Veterinary Officer
Jharsuguda

Memo No. 419(5) /CDVO(JSG)Dt. 17/2/2020

- Copy forwarded to Advertisement Manager The SAMAJ ,Sambalpur. Times of India & The SAMBAD Sambalpur for one time publication of tender notice Odisha Edition & submit the bills to the undersigned for payment.
- Copies forwarded to DIO-NIC, Jharsuguda for information & requested publish the advertisement with other attached documents in the www.jharsuguda.nic.in website.
- Copy to notice board of CDVO,Jharsuguda for information.


Chief District Veterinary Officer
Jharsuguda

TENDER FOR SUPPORT STAFF

1. Seal tenders are invited from interested Firms/Agencies providing service of support staff for different Health Institutions of Jharsuguda District on outsourced basis. Details regarding the requirement of staffs, terms and conditions, technical bid & financial bid etc. are as follows.

| Sl No. | Name of the programme | Designation of the support staff | No. of post | Qualification |
|--------|--|----------------------------------|-------------|-----------------------------|
| 1 | JD-II/ CDVO, Jharsuguda/Veterinary Dispensary & Veterinary Hospital | Chowkidar | 8 | 10 th class pass |

2. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The bidders may download the tender documents from our website www.jharsuguda.nic.in.
3. Last date of receipt of Tender 2nd March 2020 up to 03 P.M.
4. Opening of Tender: 2nd March 2020 at 04 P.M. at Office Chamber of the CDVO, Jharsuguda.
5. The authority reserves the right to accept or cancelled any or all the tenders with assigning any reason thereof.

TENDER FORM PART – 1
(TECHNICAL BID)

| | | |
|-----|---|--|
| 1. | Name of the Firm/Agency | |
| 2. | Address of the Firm/ Agency(local office) | |
| 3. | Name of Authorized Signatory(in block letters) | |
| 4. | Specimen Signature of Authorized Signatory | |
| 5. | Telephone Number of Authorized Signatory Firm/ Agency | |
| 6. | Registration No. | |
| 7. | VAT clearance certificate | |
| 8. | GST Registration No. | |
| 9. | PAN No. | |
| 10. | P.F Registration No. | |
| 11. | E.S.I Registration No. | |
| 12. | Major clients of the Firm/Agency (Give contact details of the agency) | |
| 13. | Audited profit & Loss Account Indicating turnover duly signed by Chartered Accountant submitted for last three years. | |
| 14. | Draft number and date of the EMD of Rs.11,000/- submitted by the Firm/Agency (Yes/No) | |
| 15. | Whether the organization have submit the affidavit with following clause: <ol style="list-style-type: none"> 1. It has not been blacklisted by any Government Organization. 2. The Organization does not have any legal suit/criminal case pending against it for violation of PF/ESI/MW Act or any other law. 3. That the organization agrees to abide by all terms & conditions of tender. 4. The organization will quote price inclusive all taxes. | |
| 16. | Detailed of HR strength of the Firm/Agency | |
| 17. | Whether the organization have quoted as per minimum wages act (Yes/No) | |
| 18. | Whether all documents submitted signed by the authorized signatory of the Firm/Agency(Yes/No) | |

DECLARATION

I/We hereby certify that the terms & conditions, specification, etc. Given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my/our knowledge. I/We understand that in case of any deviation in the above statement at any state, the Firm/Agency will be blacklisted and will not have any dealing with this office in future.

Place:

Date:

(Signature and seal of the authorized signatory)

TENDER FORM PART-2
(FINANCIAL BID)

1. Bids with "NIL" or less than Rs.100/- service charge will be treated as non-responsive bids, and
Are liable to be rejected.
2. A separate sheet must be attached with financial bid with mentioning the charges separately.

| Sl. No. | Type of Manpower | Qualification | Nos. of person | Quoted Rate |
|---------|------------------|-----------------------------|----------------|-------------|
| 1. | Chowkidar | 10 th Class Pass | Per Person | |

3. Minimum wages as per Labour Law in Odisha must be maintained.

Place:

Date:

(Signature and seal of the authorized signatory)

TERMS & CONDITIONS

1. The service shall be performed by person qualified and skilled in performing such service as per the eligibility criteria indicated for the category.
2. The person supplied by the Agency should not have any adverse police records /criminal cases Pending against them. The agency should make adequate enquires about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider must have been verified by the service provider before their deployment after investigation by the local police, collecting proofs and identity like driving licence, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the society. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on recipient of such a request.
3. The service provider shall provide necessary persons as and when required by the concerned Chief District Veterinary Officer Time to time. The said persons engaged by the service provider shall be the employee of the Service provider and it employer relationship between the employees of the service provider and this society and further that said the person of the service provider shall not claim any absorption.
4. The service provider's person shall not claim any benefit /compensation /absorption regularization Of services from/in concerned Chief District Veterinary Officer under the provision of industrial Disputes Act,1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be Required to be submitted by the service provider to the concerned Chief District Veterinary Officer.
5. The service provider's personnel shall not divulge or disclose to any person, any details of office operational process, technical know-how, security arrangements, and administrative / organizational matters as all are confidential/ secret nature.
6. The service provider's personnel working should be polite, cordial, positive and efficient, while Handling the assigned work and their actions shall promote good will and enhance the image of the society. The service provider shall be responsible for any act of indiscipline on the part of the persons deployed by him.
7. That the persons deputed shall not be below the age of 18 years and shall not interfere with the duties of the staff of the society.
8. The society may require service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or, for his/her/their misconduct and the service provider shall forthwith comply with such requirements. The service provider shall replace immediately any of its personnel, if they

unacceptable to the society because of security risk, incompetence, conflict of interest and breach of confidentiality or Improper conduct upon receiving written notice from office.

9. The service provider has to provide uniform dresses, badges, shoes, batons and photo identity cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed and their loss reported immediately.
10. The service provider shall ensure proper conduct of his person in office premises and enforce prohibition of consumption of alcoholic drinks, beetle, smoking, loitering without work.
11. The transportation, food, medical and other statutory requirements in respects of each personnel of the Service provider shall be the responsibility of the service provider.
12. Working hour would be normally 8 to 12 hours per day during working days. However, in exigencies of work, they may be required to sit beyond the stipulated time and the personnel may be called on Sundays and other gazetted holidays also without any extra cost.
13. That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by It in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including minimum wages act, employees provident fund, ESI Act, etc. And the society shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on an account of any obligation.
14. The service provider will submit the bill in triplicate in respect of a particular month in the first week of the Next month. The payment will be released by the second week of the following month after deduction of Taxes deductible at source under the laws in force.
15. However the payments will be subject to submission of chalan of various statutory dues like CPA, ESI,ST,etc. dues of the personnel with regards to the preceding month of e.g. while submitting the bills for February 2020 ,the service provider must submit the chalan for January 2020.
16. No wages / remuneration will be paid to any staff for the day absence from duty.
17. The service provider shall provide a substitute well in advance if there is 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.

18. The service provider shall be contactable at all times and message sent by phone/ e-mail/Fax/Special Messenger from the concerned Chief District Veterinary Officer to the service provider shall be acknowledge immediately on receipt Of the same day. The service provider shall strictly observe the instructions issued by the society in Fulfilment of the contract from time to time.
19. The society shall not be liable for any loss , theft, burglary or robbery of any personal belongings, equipments of vehicles of the personnel of the service provider.
20. That the agency on its part and through its own resources shall ensure that the goods, materials and Equipments ,etc. of the society are not damaged on the process of carrying out the service undertaken by It and shall be responsible for such acts of commission and omission on the part of the employees/ agent Of the agency ,then the agency shall be liable to reimburse to the society for the same. The agency shall Keep the society fully indemnified against any such loss or damage.
21. The society will maintain an attendance registered in respect of the staff deployed by the agency on the basis of which wages/ remuneration will be decided in respect of the staff at the approved rates.
22. (A) The successful bidder shall furnish a security deposit of *11,000/-*(Eleven thousand) only in the form of an **Account Payee Demand Draft** drawn in favour of the **“Chief District Veterinary Officer, Jharsuguda” Payable at Jharsuguda.** Fixed deposit receipt from a commercial bank, Bank Guarantee from a Commercial bank in an acceptable from safeguarding the interest of the society in all respects ,the Security deposit shall remain valid for a period of sixty days beyond the date of completion of all Contractual obligations of the Service provider, the Security deposit will be forfeited in case the supply of Manpower is delayed beyond the period stipulated by the society or noncompliance of the terms of agreement by the Service provider or frequent absence from duly/ misconduct on the part of manpower supplied by the Agency.
- 22.(B) The successful bidder shall have to deposit a security deposit of *20 ,000 /-*(Rupees Twenty Thousand Only) in the form of Fixed Deposit Receipt (FDR) /Demand Draft issued in favour of Chief District Veterinary Officer ,Jharsuguda payable at any Nationalised Bank ,Jharsuguda cover in the period of contract ,with in 7 (seven days) of signing of the agreement .In case ,the contract is further extended beyond the initial period , the Bank Guarantee will have to be renewed accordingly by the successful bidder .
23. The successful bidder will enter into an agreement with the concerned CDVO for supply of suitable man- power as per requirement of the CDVO on these terms and conditions. The agreement will be valid for a period of 3 months initially extendable for a further period up to one year subject to the concurrence of both the 1st and 2nd parties. It is also agreed that the effective management and functioning of the Govt. programme

counter in order to ensure smooth implementation of Govt. programme in the office shall be the responsibility of the 2nd party i.e. Agency.

24. The rate of payment will be as per the prevailing rate notified by the Government in Labour & Employment Department for such category of labour.
25. The service provider shall not assign, transfer or sub-contract the performance of service without the prior written consent of this office.
26. However, the agreement can be terminated by either party by giving one month notice in advance. If the Agency fails to give one month's notice in writing for termination of the Agreement then one month wages etc. and any amount due to the agency from the Society shall be forfeited by the Society.
27. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and Clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
28. The agencies who have already participated to provide the outsourcing services for Jharsuguda District under ARD Department & not provided satisfactory services are not eligible to participate in this tender.
29. 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 .
30. In the event, of dispute arises touching any of the clauses of the agreement, the matter will be referred to the **Chief District Veterinary Officer**, whose decision shall be binding on both parties.
31. All the legal dispute may subjected to Jharsuguda jurisdiction of Jharsuguda District.