

EXPRESSION OF INTEREST DOCUMENT

TWO SEPARATE EXPRESSION OF INTEREST FOR PROVIDING SERVICES OF

**CATEGORY-'A'
SECURITY GUARDS, CLEANING PERSONNEL, UNSKILLED, SEMI-SKILLED,
SKILLED & HIGHLY SKILLED PERSONNEL**

**AND CATEGORY-'B'
TECHNICAL & NON-TECHNICAL PERSONNEL FOR OFFICIAL WORK &
SALES ACTIVITIES**



**ODISHA STATE HANDLOOM WEAVERS COOP. SOCIETY LTD. (BOYANIKA)
BOYAN BHAWAN, PANDIT JAWAHARLAL NEHRU MARG, KHARAVEL NAGAR,
UNIT-3, BHUBANESWAR-751001, PHONE: 0674-2395387**

A handwritten signature in black ink, consisting of a few fluid, connected strokes. The signature is positioned at the bottom center of the page, below the printed text of the organization's name and address.



No: 2105

Date: 04.07.24

**ODISHA STATE HANDLOOM WEAVERS COOP. SOCIETY LTD.,
BHUBANESWAR-751003, ODISHA**

Website: www.boyanka.com

E-Mail: boyanikabbsr@yahoo.in

**NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF AGENCIES
FOR PROVIDING SECURITY GUARDS, CLEANING PERSONNEL, UNSKILLED,
SEMI-SKILLED, SKILLED & HIGHLY SKILLED PERSONNEL
TECHNICAL & NON-TECHNICAL PERSONNEL**

Odisha State Handloom Weavers Co-operative Society Ltd. (Boyanka) invites EOIs from Agencies to provide Manpower (**Security Guards, Cleaning Personnel, Unskilled, Semi-Skilled, Skilled & Highly Skilled, Technical & Non-Technical**) personnel for Head Office at Bhubaneswar and Sale Branches inside & outside of the State.

The registered Agencies having good track record and fulfilling the eligibility criteria laid down in the EOI Documents to provide different Manpower as indicated in the EOI document may submit their offer along with all supporting documents on or before **Dt.24.07.2024 (up to 5:00 PM)** addressed to the Managing Director, Odisha State Handloom Weavers Coop. Society Ltd. (Boyanka), Boyan Bhawan, P.J.N Marg, Kharavela Nagar, Unit-3, Bhubaneswar-751001 by registered post / speed post / courier only. Boyanka shall not be responsible for any postal delay. The technical bid will be opened on **Dt.25.07.2024 at 3:00 PM** and financial bids of technically eligible bidders will be opened on **Dt.29.07.2024 at 3:00 PM**. The EOI documents and other details can be downloaded from the website www.boyanka.com. Any corrigendum, if required shall be hosted in boyanka.com and no further publication shall be made in news paper. The bidders should check for corrigendum if any before submitting the bid.

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


Managing Director

CONTENTS

SI No.	Description	Page No.
1	Important Information to the Bidder	1
2	Instruction to the Bidder	2-5
3	Submission of Bid	6-7
4	Method of Evaluation (for selection of Bidders)	8-9
5	Scope of Work	10-11
6	Schedule of Requirement	12-13
7	Terms & Conditions (General, Legal & Financial)	14-19
8	Technical Bid	20-26
9	Application for Financial Bid (Category-A)	27-28
10	Application for Financial Bid (Category-B)	29-30
11	Service Agreement	31
12	Bid Check List	32-33



IMPORTANT INFORMATION TO THE BIDDER

a	Availability of EOI documents	:	Man Power Service Providers should download the EOI document from the website of Boyanika (www.boyanika.com)
b	Last date and time of receipt of EOI document by Speed Post / Registered Post / Courier	:	Up to 5:00 PM of 24.07.2024 (During office hours, except Sundays and Govt. Holidays). Any document received after this time shall not be taken into consideration.
c	EOI Fees	:	Non-refundable Rs.6,000/- for Category-A & Rs.10,000/- for Category-B drawn in favour of the Odisha State Handloom WCS Ltd on any scheduled/commercial bank payable at Bhubaneswar.
d	Earnest Money Deposit	:	Rs.25,000/- for Category-A & Rs.2,00,000/- for Category-B drawn in favour of the Odisha State Handloom WCS Ltd on any scheduled/commercial bank payable at Bhubaneswar.
e	Pre-bid Meeting	:	15.07.2024 at 3:00 PM
f	Date & time of opening of EOI	:	
	i. Technical Bids	:	25.07.2024 at 3:00 PM
	ii. Financial Bids of technically eligible Bidders	:	29.07.2024 at 3:00 PM
g	Venue of opening of Bids	:	Conference Hall, Boyanika, Bhubaneswar
h	Likely date for commencement of deployment of required manpower	:	01.08.2024
i	Contact Person	:	OSD (Estt.)/System Analyst
j	Complete address for submission of Bid	:	Managing Director, Odisha State Handloom WCS Ltd, Boyan Bhawan, PJN Marg, Unit-III, Kharvel Nagar, Bhubaneswar, Pin-751001. Phone - 0674-2395387 E-mail : boyanikabbsr@yahoo.in



INSTRUCTION TO THE BIDDER

1. Odisha State Handloom WCS Ltd. (Boyanika) requires the service of reputed, well established, financially sound and registered service providers to provide services for Category 'A' and 'B' resources, as follows, on outsourcing basis to manage the day to day official work.

Category 'A' : a) Armed Security Guards (Highly Skilled)
b) Unarmed Security Guards (Skilled)
c) Cleaning Personnel (Semi-Skilled)
d) Daily wages personnel (Unskilled/Semi-skilled/Skilled/Highly Skilled)

Category 'B' : a) Technical Personnel
b) Non-technical Personnel

2. The period of contract for providing the services will be for one year from the date of effectiveness of contract. The period of the contract may be further extended upon additional 2 years provided the requirement of Odisha State Handloom WCS Ltd. (Boyanika) for the services persists at that time or may be terminated owing to deficiency in service or because of change in the requirements of Boyanika. Odisha State Handloom WCS Ltd. (Boyanika) however, reserves the right to terminate the contract at any time after giving 30 days' notice to the service provider.
3. The tentative requirements of different types of resources for providing services are as specified at schedule of requirements. The requirements may increase/decrease in any/ all the categories as per the discretion of the Boyanika authorities either way. The eligible bidders, those have the capability of providing required types of services as per the prescribed technical parameters in the EOI document, are allowed to participate in the selection process. Part bid of any category will not be taken into consideration i.e., Bidder needs to submit for all types under each category.
4. The Bidders may submit Bid to provide resources for both the categories as categorized in point No.1 or they may submit bid for any one of the category. In case they submit bid for both categories then they will have to submit technical & financial bid separately for each category.
5. The interested Bidders may visit the location/Head Office of Boyanika on any working day between the office hours to have further details on the services to be performed before preparation and submission of their Bid.
6. The EOI is invited under two bid system and bidders are advised to submit two separate sealed envelopes super-scribing "Technical Bid for providing manpower services for Category 'A' or Category 'B' and "Financial Bid for providing manpower services for Category 'A' or Category 'B' to Odisha State Handloom WCS Ltd. (Boyanika)". Both the sealed envelopes of each category should be put in another envelop super scribing "Bid for manpower service for Category A or Category B". The EOI should be addressed and sent to the **Managing Director, Odisha State Handloom WCS Ltd, Boyan Bhawan, P J N Marg, Unit-III, Kharvel Nagar, Bhubaneswar, Pin-751001, Odisha.**
7. Earnest Money Deposit (EMD): The bidder shall have to furnish EMD (refundable without interest) of **Rs.25,000/-** (Rupees Twenty five thousand) for Category-A and **Rs.2,00,000/-** (Rupees Two lakh) only for Category-B separately in shape of Demand Draft from any scheduled/ commercial Bank drawn in favour of the Odisha State Handloom WCS Ltd payable at Bhubaneswar, failing which the

EOI shall be rejected summarily. No relaxation will be given to any firm like NSIC/DIC/MSME registered firms etc. The bid/proposal submitted without EMD, mentioned above, will be summarily rejected. The EMD may be forfeited: if a bidder withdraws its bid during the period of bid validity.

8. The service provider should not have any choice of supply of different manpower to different/any location. If a service provider submits to provide man power to a particular station, then the contract of the service provider shall be cancelled and the authority shall have the liberty to outsource from the remaining agencies/firms as per the specified norms.
9. The successful agency/firm/bidder will have to deposit a **Performance Security Deposit of Rs.2.50 Lakhs for Category-A and Rs.20.00 Lakhs for Category-B** in form of Bank Guarantee from any scheduled/commercial bank drawn in favour of the Odisha State Handloom WCS Ltd valid for a period of 3 months more than the contract period. Agreement shall be executed on confirmation of the performance Bank Guarantee from the concerned Bank.
10. The Technical bids for both Category-A and Category-B will be opened on **Dt.25.07.2024 at 3:00 PM** at Conference Hall, Odisha State Handloom WCS Ltd. (Boyanika), Bhubaneswar in the presence of the authorized representative of the participating bidders (limited to one only), if any, who wishes to be present at the meeting. The financial bid of only those bidders will be opened whose technical bids are found to be in order and meet the qualifying marks as mentioned in the Method of Bid Evaluation. The financial bids shall be opened on **Dt.29.07.2024 at 3:00 PM** at Conference Hall, Odisha State Handloom WCS Ltd. (Boyanika), Bhubaneswar in the presence of the authorized representative of the participating bidders (limited to one only), if any, who wishes to be present at the meeting.
11. Any form of consortium and joint venture is not allowed under this EOI.
12. The competent authority reserves the rights to accept or reject any / all bids and cancel the entire EOI process without assigning any reasons thereof.

Complete Address for submission of bid:

Managing Director,
Odisha State Handloom WCS Ltd,
Boyan Bhawan, PJN Marg, Unit-III, Kharvel
Nagar, Bhubaneswar, Pin-751001.

13. SELF ATTESTED DOCUMENTS TO BE SUBMITTED ALONG WITH TECHNICAL BID OF EACH CATEGORY.

Sl. No.	Eligibility Criteria	Documents to be furnished along with Technical Bid
1	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none"> • Companies Act 1956/2013 • Indian Partnership Act 1932 • Indian Trusts Act 1882 • Societies Registration Act 1860. • Limited Liability Partnership Act 2008. 	Certificate of Incorporation/ Registration certificate
2	Must have at least five years in business of providing resources deployment services (up to the date of issue of this EOI) of similar type to Central/ State Government / Autonomous bodies / agencies / societies / corporate bodies	Copies of the work order/ contract document / completion certificate from the previous authorities along with their name, contact number and email address.

3	The registered office/ branch of the service provider must be located within the jurisdictional area of Odisha.	Valid address proof of the office (copy of the Telephone/ Electricity Bill/ Lease agreement of the rented premises)
4	Must have an average annual financial turnover of 2.5 crores for the Category -A or Category- B for which bid is submitted during five financial years (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23) and from the business related to resources deployment services only for each category.	Filled in Form-T1 along with certified copies of audited Income/ Expenditure statement and Balance sheet for the concerned period by Chartered Accountant.
5	Must have its own bank account in any scheduled/commercial bank situated in Odisha.	Copy of the bank passbook and transaction statement for the last 6 months from the date of issue of the EOI.
6	Must not have been blacklisted by any Central / State Government or any other public sector undertaking or any authority during the recent past.	An undertaking to this effect should be furnished by the bidder as per the prescribed format (FORM—T2)
7	Must not have any pending judicial proceedings for any criminal offence against the proprietor/ Director/Persons to be deployed by the Service Provider.	An undertaking to this effect should be furnished by the bidder as per the prescribed procedure and format (Form-T3)
8	Other statutory documents to be furnished as part of technical bid:	Copies of : <ul style="list-style-type: none"> • PAN, • GST, • EPF & ESI Registration Number • IT Return for the last five financial years (2018-19,2019-20, 2020-21, 2021-22 and 2022-23) • GST return for the last 3 years.
9	Agreeing to all terms and condition of the EOI	Self-attested EOI document

Bidders should submit the required documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above and Sl.No. 14 as applicable) will leads to outright rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other information as mentioned in the EOI document. The bid must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the authorised representative. Failure to comply with the EOI requirements will result in outright rejection of the bid

14. The Tendering Resource providers are required to enclose self attested photocopies of the following documents along with the Technical Bid failing which their bids shall be summarily/ outrightly rejected and will not be considered any further.

- a) Original EOI fee of Rs.6,000/- (non-refundable) for Category-A and Rs.10,000/- (non-refundable) for Category-B in shape of DD drawn on any scheduled/commercial bank in favour of the Odisha State Handloom WCS Ltd payable at Bhubaneswar.
- b) Original EMD fee of Rs.25,000/- for Category-A and Rs.2,00,000/- for Category-B separately, returnable without interest at the end of contract period in shape of DD drawn on any scheduled/commercial bank in favour of the Odisha State Handloom WCS Ltd payable at Bhubaneswar.
- c) Registration Certificate of the applicant's organization (Registered under the Companies Act 2013, Registered under the Indian Partnership Act1932, Registered under the Indian Trusts Act 1882, Registered under the Societies

- Registration Act 1860, Registered under the Limited Liability Partnership Act 2008), if any.
- d) Registration Certificate of the applicant's organization under GST (no provisional certificate shall be accepted).
 - e) Copy of valid contract labour license (R & A) Act, 1970.
 - f) Copy of the License to engage in the business of private security agency issued by Home Department, Govt. of Odisha only in case of Security Guards (PSARA).
 - g) Documentary proof of the registered office or one of the branch office of the manpower service providers located in Bhubaneswar/other places of Odisha.
 - h) Documentary proof of 5 years' experience in providing manpower service for the category for which bid is submitted to State Government/Central Government Departments/PSU on similar work.
 - i) Copy of the Bank pass book (Bank account must be in Odisha) in the name of the organization along with bank statement containing transactions made during the last six months from the date of notification of EOI.
 - j) Copy of the audited statement of accounts (Balance Sheet, Profit and Loss A/c etc.) showing **minimum average annual financial turnover of 2.5 crores for the Category-A or Category-B for which bid is submitted for the last 5 years (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23).**
 - k) Copy of a contract on similar work (Category-A or Category-B for which bid is being submitted) worth Rs.50.00 lakhs or more per annum for in FY 2020-21, 2021-22 and 2022-23).
 - l) Copy of GST registration certificate & return for last 3 years
 - m) GST clearance certificate up to September 2023.
 - n) Copy of PAN/GIR.
 - o) Copy of the IT return filed for the last five financial years i.e. (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23) (i.e. assessment year 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24).
 - p) Copies of EPF registration certificates.
 - q) Copies of EPF Electronic Challan Return (ECR) and remittance confirmation slip for the months of Oct-2023, Nov-2023, Dec-2023.
 - r) Copies of ESI registration certificates.
 - s) Copy of ESI return and e-challan of ESI for the month of Oct-2023, Nov-2023, Dec-2023
 - t) EOI document duly signed by the authorized persons of the service provider in each page as a token of acceptance of all terms and condition of the EOI along with rubber stamp.
 - u) Copy of power of attorney in the name of authorized signatory.
 - v) Undertaking certificate as per the prescribed format (**Form-T2**) indicating that the agency/firm has not been blacklisted by any Central / State government or any other public sector undertaking/organisation as on the date of submission of EOI.
 - w) Undertaking certificate as per prescribed format (**Form T3**) indicating that no judicial proceedings for any criminal offence against the Proprietor/ Director/ persons to be deployed by the service provider are pending.
 - x) An undertaking certificate indicating that the service provider shall maintain personal file of each manpower supplied. The personal file should contain name, photo, date of birth, sex, age, aadhar no/ voter ID, bank account, EPF/ESI details full permanent and residential address, etc.
 - y) Declaration about all locations where agency will provide resource.

SUBMISSION OF BID

The Technical bid complete in all respects as specified in the EOI document, must be accompanied with a non-refundable EOI fee of Rs. 6000.00 (Rupees Six Thousand Only) for Category-A and Rs.10,000/- (Rupees Ten Thousand) only for Category-B for which bid is being submitted in the form of Demand Draft on any scheduled/commercial bank in favour of the Odisha State Handloom WCS Ltd. payable at Bhubaneswar. The Technical bid should also be accompanied with Rs.25,000/- for Category-A and Rs.2,00,000/- for Category-B (refundable without any interest) in form of Demand Draft drawn on any scheduled/commercial bank in favour of the Odisha State Handloom WCS Ltd. towards EMD. The bid complete in all respect should be submitted through Speed Post/ Registered Post / Courier so as to reach the Managing Director, Odisha State Handloom WCS Ltd. (Boyanika), Boyan Bhawan, PJN Marg, Unit-III, Kharvel Nagar, Bhubaneswar-751001 by **Dt.24.07.2024 (up to 5:00 PM)**.

The authority will not be responsible for any postal delay. **Bids without Bid Processing Fee shall be out-rightly rejected.** Bids submitted after due date and time will not be taken into consideration.

The successful bidder will have to deposit a Performance Security of **Rs.2,50,000/ (Rupees Two Lakh Fifty Thousand)** only for Category-A and **Rs.20,00,000/- (Rupees Twenty Lakhs)** only for Category-B in the form of Performance Bank Guarantee (PBG) as per **Form-T4** from any scheduled/Commercial Bank preferably situated at Bhubaneswar, Odisha in favour of the "**Odisha State Handloom WCS Ltd., Bhubaneswar**" valid for a period of three months beyond the contract period. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Security. The Performance Security shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Security. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be renewed accordingly by the successful bidder as per the instructions of the authority.

Any deviation from the prescribed procedures / required information / formats / conditions shall result in out-right rejection of the bid. Any conditional bid shall be out-rightly rejected.

All entries in the bid documents should be legible, filled in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The Performance Security shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the Service Agreement.

The Technical bid shall be valid and open for acceptance of the competent authority for a period of 90 days from the date of opening of the Technical bids and no request for any variation in quoted rates and / withdrawal of bids on any ground by the bidder shall be entertained.

To assist in the analysis, evaluation and computation of bids, the EOI inviting authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The remuneration shall not be less than the minimum wage fixed / notified by the Finance Department/Labour & ESI Department, Government of Odisha from time to time and shall include all statutory obligations.



The service provider shall be liable for all kinds of dues payable in respect of all personnel provided under the contract and the Authority shall not be liable for any dues for availing the services of the personnel.

There will be a **pre-bid meeting** on **Dt.15.07.2024 at 3:00 PM** where the detail requirement of the society shall be discussed and queries/doubts raised by bidder(s) shall be clarified.

The authority reserves the right to accept or reject any or all the bids and terminate the bidding process without assigning any reason thereof.



**METHOD OF EVALUATION
FOR SELECTION OF BIDDERS**

The Odisha State Handloom WCS Ltd. (Boyanika) shall follow two bid systems where the Technical Bid and Financial Bid shall be evaluated separately.

Technical Bid Evaluation:

The Technical bid evaluation shall be done based on the following criteria. During the technical evaluation stage, each bidder shall be assigned marks out of total 100 marks as per the criteria specified below.

Sl. No.	Criteria	Criteria Tool
I	Manpower on Roll	Maximum 20 marks
	a) Less than 100	05 marks
	b) 100 to less than 200	10 marks
	c) 200 to less than 500	15 marks
II	d) More than 500	20 marks
	Financial Strength of last three financial year, i.e. 2020-21, 2021-22 & 2022-23)	Maximum 15 marks
	a) Less than 3 crore for each year	5 marks
	b) 3 crore to less than 5 crore each year	10 marks
III	c) More than 5 crore each year	15 marks
	Number of years in operation in outsourcing service of <i>(Marks shall be counted for each category separately)</i>	
	Category A: Sweeping & cleaning, armed & unarmed security service, unskilled, semi skilled, skilled & highly skilled personnel	Maximum 20 marks
	a) Less than 5 years	0 marks
IV	b) 5 years to 10 years	10 marks
	c) More than 10 years	20 marks
	Category B: Technical and non-technical manpower	Maximum 20 marks
	a) Less than 5 years	0 marks
IV	b) 5 years to 10 years	10 mark
	c) More than 10 years	20 mark
	Experience in similar completed/on-going projects	Maximum 25 marks
	a) 1 project worth Rs.50 Lakhs and above	25 marks
IV	b) 1 project worth Rs.31 Lakhs to Rs.50 Lakhs	20 marks
	c) 1 project worth Rs.16 Lakhs to Rs.30 Lakhs	10 marks
	d) 1 project worth Rs.15 Lakhs	5 marks

Bidders who score more than 70 marks will be considered technically qualified subject to submission all required documents, fees and agreeing to all terms and conditions of the EOI document. The financial bids of all the technically qualified bidders will be opened for financial evaluation.



Financial Bid Evaluation

The work will be awarded to the L-1 bidder as per the financial bid for service charge only. In case the financial bid of more than one agency is same as L-1, then the contract will be awarded to the agency which gets the maximum marks in technical evaluation. In case the selected bidder fails to provide service to the satisfaction of the BOYANIKA or the bidder withdraws before the contract period, bidder with 2nd highest marks in technical bid with L1 in Financial bid shall be awarded contract for the rest of contract period with same terms and conditions. In case only single L-1 bidder is there and the bidder fails to provide the service, the authority or withdraws before the end of contract period, then bidder with L-2 with maximum technical marks shall be awarded.



SCOPE OF WORK

1. **Odisha State Handloom WCS Ltd. (Boyanika)** invites sealed bids from the eligible service providers for providing resources for Category - A & B services as mentioned at point No.1 of Instruction to Bidders of this EOI document.
2. The service provider should be managed by trained support staff to execute and perform the job and work assignment of such nature efficiently. The resources to be deployed for this purpose should be registered under the service provider and must have the required qualifications, experience & relevant knowledge to perform the required service as per the job description mentioned at **Schedule of Requirement**.
3. It shall be the responsibility of the service provider to verify the qualification and experience of the outsourced resources. The deployed resources will be liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the rights to verify and check the credentials and qualification of the outsourced resources. If during the course of engagement of any outsourced resources, it comes to notice of authority that he/she has misrepresented the fact about his/her qualification/ experience, the service provider will have to terminate the service of such staff immediately.
4. The service provider should have an empanelled resource list of armed & unarmed security guard/cleaning personnel/unskilled/skilled/semi skilled/highly skilled personnel/trained and experienced technical & non-technical resources so that un-interrupted and continued services can be provided during the contract period. The service provider should be able to provide additional resource support whenever required by the authority under the same terms and condition.
5. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, mutually agreed by both parties for a maximum period of three years.
6. The resources deployed by the service provider may be required to report for work beyond normal duty hours, for which he/she would not be paid any extra remuneration. In case manpower deployed remains absent on a particular day or comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day or as decided by the authority will be made as per the instructions of BOYANIKA.
7. The manpower deployed for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain confidentiality.
8. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the client so that optimal services of the resources deployed could be availed without any disruption.
9. The attendance rolls for the resources deployed by the service provider at the premises of client should be maintained and monitored by the service provider through biometric device installed & maintained by the service provider at his own cost on regular basis. The electrical provisions of outlets can be used for the purpose. These attendance rolls shall be signed by the authorized representative of service provider who shall get it verified from the designated officer of client and the same shall be presented along with the bills for reimbursement.
10. The entire financial liability in respect of resources deployed in the client's location shall be that of the service provider and the client will in no way be liable for the same. It will be the responsibility of the service provider to pay to the resources.

deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.

11. The service provider shall provide a substitute well in advance if there occurs any probability of the resources 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.
12. The resources 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 resource deployed liable for penal action under the applicable laws besides, action for breach of contract.
13. The service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the resources deployed at the client's location. The service provider should ensure regular payment of monthly remuneration to the resources engaged by 7th of the succeeding month after deduction of applicable statutory dues. The service provider should credit the monthly remuneration in the respective Bank Account.
14. The engagement of outsourced resources shall be purely on contract basis. The service provider shall at all times make it absolutely clear to the outsourced resources hired through them. Any outsourced resource deployed can be removed any time by giving 24 hour notice to the service provider and the service provider will have to provide suitable replacement acceptable to client within 03 working days from the date of intimation of the notice.



SCHEDULE OF REQUIREMENTS

CATEGORY-'A' SECURITY GUARDS, CLEANING PERSONNEL, UNSKILLED, SEMI-SKILLED, SKILLED & HIGHLY SKILLED PERSONNEL

Sl No	Category of post	No of Manpower Required	Educational Qualification
(A)	(B)	(C)	(D)
01	Security Personnel		As per Statutory Provisions
	• Armed Security Guards (Highly Skilled)	11	
	• Unarmed Security Guards (Skilled)		
02	Sanitation Personnel (Semi Skilled)	05	
03	Daily Wages Personnel		
	• Unskilled	5	
	• Semi Skilled	5	
	• Skilled	75	
	• Highly Skilled	15	

CATEGORY-'B' TECHNICAL & NON-TECHNICAL PERSONNEL FOR OFFICIAL WORK & SALES ACTIVITIES

Sl No	Category of Post	No of Manpower Required	Educational Qualification
(A)	(B)	(C)	(D)
01	Marketing Executive	01	MBA Degree with minimum 1 year field experience in supervising marketing of textile related work.
02	Junior Engineer (Civil)	01	Diploma in civil with minimum 3 years field experience in supervising construction work / building with expert in Auto cad for preparation of plan & Estimate etc.
03	Sales Executive.(SE)	03	MBA with 1 Years of Exp in dealing with Textile Sale.
04	Weaving Supervisor (Diploma)	02	Diploma / Degree in handloom technology with minimum 1 Year of Experience in similar work preferably.
05	Quality Control Assistant (QCA)	08	IHWD certificate course with 1 Year of Similar Experience.
06	Driver	03	Valid LMV License Holder with 3 Years of Similar Exp.
07	Electrician	01	ITI in Electrical With Valid License and 5 Years of similar Exp.
08	Steno/ Multi skill	01	Graduate with Stenography and well



	Asst		conversant with computer system with 2 Years. Typing in Odia and English language is mandatory.
09	Sales Assistant	75	+3 with computer knowledge prefers will be given to candidates will certificate in Soft Skill Development Agency & fluency in English & Hindi.
10	DEO/Computer Assistant	05	Graduate with PGDCA with minimum 3yrs experience as DEO working in Govt. or Govt. aided organization / Project. The Data Entry Operator should have a speed of 40 characters per minute in English / Odia and should be well conversant with computers and essentially well trained in MS office, Internet and LAN function.
11	Accounts Assistant	02	Graduate preferably commerce graduate with computer knowledge.
12	Accounts Executive	01	M.com/Inter cost/ 6 years experience in accounting and double entry book keeping system.
13	PRO	01	Graduation with Computer Knowledge. Minimum 10 Years experience in media sector(Print & Electronic)

N:B : Age Limit : She/he should be above 18 years of age and not exceeding 40 years a on 01.06.2024. But in case of experienced personnel, particularly experienced in the sales activities/ Business allied activities of Boyanika, relaxation may be considered. The selection & deployment of above indicated posts shall be guided by BOYANIKA.



TERMS AND CONDITION

GENERAL

1. The Agreement shall commence from **Dt.01.08.2024** and shall continue for an initial period of one year unless it is curtailed or terminated by BOYANIKA/Authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc or change in requirements of BOYANIKA. The Agreement may be extended further on the same terms and condition or with some additions/deletions/modification, for a further additional period of 2 years as mutually agreed upon by the manpower service provider and BOYANIKA/Authority.
2. The Agreement shall automatically expire at the end of contract period unless extended further by the mutual consent of the manpower service provider and BOYANIKA/Authority.
3. BOYANIKA/Authority shall provide all the consumable items (sweeping items, floor and wall brush, waste collection baskets, floor cleaning liquid, bathroom/room fresheners etc.) required for cleaning and sanitation. The service provider shall maintain a log book for details of items received and consumed on daily basis and should submit for verification at end of each month or when demanded by BOYANIKA/Authority.
4. The manpower service provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this agreements to any other agency or organization by whatever name be called without the prior written consent of the BOYANIKA.
5. The manpower service provider will be bound by the details furnished by it to BOYANIKA/ Authority while submitting the EOI 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. BOYANIKA/Authority reserves the right to terminate the agreement after giving a 30 days' notice to the manpower service provider.
7. The service provider shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF & ESI, Bonus, and Gratuity etc. relating to the resources to be deployed by it at the Client's location.
8. Service Provider shall maintain complete official records of disbursement of wages/ salary showing details of all supporting documents such as ESI, EPF etc. in respect of resources deployed for the purpose.
9. The service provider shall maintain a personal file in respect of all the resources those are deployed in the different establishments of BOYANIKA. The personal files should invariably consist of personal details such as name, sex, date of birth, Aadhaar card Voter ID, EPF, ESI details, Photo and residential address (temporary/permanent) etc.
10. The resources deployed by the service provider should not have any adverse police records/criminal cases against them. The service provider should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the service provider prior to signing of the agreement.
11. The agency deployed shall be required to provide service as per the duty assigned. Person employed by the agency may be required to work beyond normal working hours for which no extra remuneration shall be paid. 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. The person deployed for category 'B' services may be called on holidays to attend duty.

12. The service provider shall exercise adequate supervision to ensure performance of resources deployed to provide the services in accordance with the requirements. The service provider shall depute one full time supervisor to BOYANIKA for overall management of the services to be rendered at the site, immediate interaction with the authorized officer so that optimal services of the persons deployed could be availed without any disruption. The agency shall make its own arrangement for engagement of staff and labour and for their payment in compliance to labour, EPF & ESI laws.
13. The entire financial liability in respect of manpower service deployed in BOYANIKA shall be that of the manpower service provider and BOYANIKA will in no way be liable. It will be the responsibility of the manpower service provider to pay the person deployed a sum not less than the minimum rate quoted in the financial bid and submit such evidence as may be required by BOYANIKA.
14. The payment of remuneration to the engaged manpower has to be online bank transfer to their account only. No cash payment can be made to them. The agency will have to submit the copy of online payment made to the workers as proof while submitting bills to BOYANIKA for reimbursement. Bills submitted without online money transfer of wage/remuneration to deployed resources shall not be accepted. The rate of wage/remuneration for cleaning, sweeping, security and unskilled, semi skilled, skilled & highly skilled personnel shall not be less than the prevalent rate as per the minimum wages Act of Labour & ESI Department, Government of Odisha (for each category of manpower) for Category-A services. For Category-B services remuneration shall be paid as per the funding agency instructed by BOYANIKA and/or GA & PG Department, Government of Odisha Resolution No.7982/GAD Dt.07.03.2024 read with GA & PG Department Letter No.8365/Gen Dt.12.03.2024, failing which bills submitted shall be summarily rejected.
15. 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 Odisha State Handloom WCS Ltd. (Boyanika), Bhubaneswar.
16. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. Odisha State Handloom WCS Ltd. (Boyanika), Bhubaneswar shall, in no way be responsible or settlement of such issues whatsoever. In case the grievances 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 BOYANIKA or officer concerned and an authorized representative of the manpower service provider.
17. The Odisha State Handloom WCS Ltd. (Boyanika) shall not be responsible for any financial loss i.e. theft or missing of goods 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. The agency shall be responsible for insurance cover for the persons to be engaged during the contract period and prove to this effect shall have to furnish to BOYANIKA. The Authority shall not be liable for any compensation in case of any fatal injury /death caused to any resources while performing/discharging their duties/for inspection or otherwise.
18. 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 or after expiry of the Agreement.
19. In case of termination of Agreement, 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.

20. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and acts but they will entitled to avail one weekly holiday and 9 (Nine) statutory holidays as per rules of business of BOYANIKA or as declared/adopted by BOYANIKA authority. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
21. 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.
22. The person deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote goodwill and enhance the image of the BOYANIKA. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed.
23. The Service Provider must employ adult labour only. Employment of child labour will lead to the termination of the contract. Resources to be deployed by the Service Provider should be above 21 years of age and physically fit and sound to perform the duties.
24. The Service Provider will also ensure that the Resources deployed are medically fit and will keep a record of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
25. The Service provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the BOYANIKA.
26. The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the BOYANIKA.
27. The Service Provider shall provide uniform along with Photo ID Card to its personnel deployed as Security guard and Cleaning personnel.
28. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to BOYANIKA and maintain liaison with the police. FIR will be lodged by BOYANIKA, wherever necessary. If need be, joint enquiry comprising both the parties shall be conducted and responsibility will be fixed.
29. In case of any loss caused to BOYANIKA due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. BOYANIKA shall have the right to deduct an appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, BOYANIKA shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
30. In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
31. In case of delay in providing required replacement for the period beyond three working days, the amount of penalty **calculated at the rate of Rs.100/- per day for each replacement** on account of delay shall be deducted from the monthly bills in the succeeding month.
32. There would be no increase in rates of service/administrative charges to Service Provider during the Contract period but wages of the deployed personnel to be regulated as per Government norms/circular from time to time. But other terms & conditions except statutory financial remuneration to be adopted by BOYANIKA is

- applicable for the outsourced personnel. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to BOYANIKA for records.
33. BOYANIKA reserves 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.

LEGAL

34. The person deployed shall, during the course of their work be privy to certain classified documents and information which they are not supposed to divulge to third parties. The deployed persons shall liable to takeover the charges /liability of stock & store and in such cases, the Service Provider & deployed personnel to execute/sign in the prescribed triparty agreement with BOYANIKA. 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 appropriate laws besides, action for breach of contract.
35. 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. BOYANIKA shall have no liabilities in this regard. However, in case of any remuneration declared by BOYANIKA for payment to the deployed personnel in case of charges/liability or in case of high performance, the payment shall be made direct to the deployed personnel but no service/administrative charges shall be paid towards service/administrative charges in this score.
36. The manpower service provider shall also be liable for depositing all taxes-levies, cess, etc. On account of service rendered by it to BOYANIKA to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Further, Manpower Service Provider shall also cover all the personnel to be deployed in BOYANIKA under Fidelity Insurance. Attested photo copy of such documents must be furnished to BOYANIKA.
37. The manpower service provider shall maintain all statutory registers under the law and shall produce the same on demand to BOYANIKA or any other Authority under law.
38. The tax deduction at source TDS/GST shall be done as per the Income Tax/GST act/rule and other Govt. Norms, as amended from time to time and certificate to this effect shall be provided to BOYANIKA.
- "Note: Registration/License under the Contract Labour (Regulation and Abolition) Act, 1970 is applicable to Manpower Service Provider employing more than 20 workmen.*
39. In case, the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the BOYANIKA is put to any loss/obligation, monetary or otherwise, BOYANIKA will be entailed to get it reimbursed out of the outstanding bills or the performance security deposit of the manpower service provider to the extent of the loss or obligation in monetary terms.
40. The Agreement is liable to be terminated because of non-performance, deviation from terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues. BOYANIKA shall 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 BOYANIKA by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security deposit.

FINANCIAL

41. **Service Charges/Administrative Charges** quoted by the bidder necessarily has to be minimum 3.85% and maximum up to 7% according to the Finance Circular No.19595 dt.11.07.2023. **In place of Service charges/Administrative Charges quoted by the bidder necessarily has to be over and above 3.85% and maximum up to 7% according to the Finance Circular No.19595 Dt.11.07.2023.**
42. The Technical bid should be accompanied with Rs.25,000/- for Category-A & Rs.2,00,000/- for Category-B as earnest money deposit (refundable without interest) in the form of Demand Draft drawn on any scheduled/commercial bank in favour of the Odisha State Handloom WCS Ltd. Payable at Bhubaneswar **failing which the EOI shall be rejected out-rightly.**
43. 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 requirement within 30 days from date the order is placed, the EMD shall stand forfeited without giving any further notice.**
44. The successful Tenderer will have to deposit a Performance security deposit of Rs.2.50 lakhs for Category-A and Rs.20.00 lakhs for Category-B in the form of Bank guarantee / Bank draft / bankers cheque drawn issued / drawn on any scheduled / commercial bank in favour of the Odisha State Handloom WCS Ltd. Payable at Bhubaneswar valid for a period more than three months beyond the contract period. In case, the contract is further extended beyond the initial period the Bank guarantee will have to be accordingly renewed by the successful tenderer/bidder. In case of renewal, the amount of performance security deposit is to be determined by the BOYANIKA taking into account the contractual obligation of the manpower service provider.
45. 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.
46. The manpower service provider will be responsible for payment of wages / remuneration / salary to the personnel deployed by them by 7th of every month. Each month the Agency shall furnish a photocopy of acquaintance roll exhibiting payment released to each personnel, along with proof of online payment/NEFT statement paid to resources. Biometric attendance sheet duly verified by BOYANIKA authorities, EPF & ESI payment slip, NEFT payment statement along with the bill (in triplicate) reflecting service charge, GST (wherever applicable) shall be submitted by the agency by 14th of every month. Thereafter it shall be reimbursed by BOYANIKA after verification preferably by 28th of every month.
47. 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 BOYANIKA.
48. 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.
49. BOYANIKA reserves 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.
50. 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.

51. All disputes shall be under the jurisdiction of the court located at Bhubaneswar.
52. The successful bidder will enter into an agreement with the Managing Director, Odisha State handloom WCS Ltd., Bhubaneswar for supply of suitable and qualified manpower as per requirement of BOYANIKA on the above terms and conditions.

.....



TECHNICAL BID
APPLICATION FOR TECHNICAL BID
For Providing Manpower Services to
Odisha State Handloom Weavers Coop. Society Ltd.
Bhubaneswar-751001

1	Name of Tendering Manpower Services provider	:
2	Details of EOI Fee	:	DD No..... Dt..... Rupees..... Bank.....
3	Details of Earnest Money Deposit	:	DD No..... Dt..... of Rs..... Drawn on.....
4	Name of Proprietor/Partner/Director	:
5	Full Address of Registered Office	: Telephone No..... Fax No..... Email Address.....
6	Full Address of operating/ Branch Office at Bhubaneswar	: Telephone No..... Fax No..... Email Address.....
7	Name & Telephone No. of Authorized Officer/Person to liaise with Field Office(s)	:
8	Banker of manpower service provider (<i>Attach certified copy of statement of A/c for the last three years</i>)	: Telephone No. of Banker.....
9	PAN/GIR No. (<i>Attach attested copy</i>)	:
10	GST No. (<i>Attach attested copy</i>)	:
11	EPF Registration No. (<i>Attach attested copy</i>)	:

12	ESI Registration No. (Attach attested copy)		:			
13	Valid License issued by Home Department, Govt. of Odisha (Attach attested copy only in case of Security Guards)		:			
14	Power of Attorney/Authorization letter for signing of the Bid		:			
15	Financial Turnover of the tendering Manpower Service Provider For the below mentioned Financial Years on similar contract			:		
	Financial Year	Amounts (in Lakhs)		Remarks, if any		
	2018-19					
	2019-20					
	2020-21					
	2021-22					
	2022-23					
16	Give details of the major contracts handled by the tendering Manpower Service Provider during the last three years i.e. 2020-21, 2021-22 and 2022-23 in the following format					
	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
17	GST: Return for the last 3 years (Attach Separate Sheet if space provided is insufficient)			:		
	Sl. No.	GST No.	Returns	Year		
	1					
	2					
	3					
	4					
18	Total Nos. of pages in the EOI Documents			:		
19	Income Tax statement for the last 5 financial years 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23). (i.e. assessment year 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24)			:		

Signature of Authorized Person with

Date:

Name:

Place:

Seal:

Note:

The bidder needs to put page no on each page and mention the page number against the document submitted at right side column of the above form

DECLARATION

1. I, Son/Daughter/Wife
of Shri..... Proprietor / Director /
Authorized Signatory of the Service Provider is competent to
sign this declaration and execute this EOI document.
2. I have carefully read and understood all the terms and conditions of the EOI 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 EOI at any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorized Person with

Date:

Name:

Place:

Seal:



**COVERING LETTER
(ON BIDDER'S LETTER HEAD)**

Location & Date

To

The Managing Director,
Odisha State Handloom WCS Ltd.,
Bhubaneswar-751001.

Sub: EOI for providing services of Category-A or B or Both on outsourcing basis through service providing agency to BOYANIKA (Technical Bid)

Madam,

I, the undersigned, offer to participate in the EOI for providing the services of Category 'A'/'B'/Both through outsourcing basis through service providing agency to BOYANIKA in accordance with your EOI Notice No. _____ Dt. _____. We are hereby submitting our Bid with includes Technical proposal and Financial proposal sealed in separate envelope.

I, do hereby declare that all the information and statements provided in the Technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days from the EOI notification date and I confirm that this proposal will be remain binding upon us and may be accepted by you any time before the validity of the Bid.

I, hereby unconditionally undertake to accept that all the terms and conditions as stipulated in the EOI document. In case any provision of this EOI are found violated, then your office shall have the rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely.

I, remain.

Yours' faithfully,

(Authorized Signatory
with date and Seal)

Name and Designation
Address of the Bidder :

UNDERTAKING

(On the Stamp Paper of Rs.10.00 in shape of affidavit from the Notary regarding non-blacklisting)

I, do hereby undertake that, our organization has not been debarred by any of the Central / State Government Department / Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the last 5 years.

Yours sincerely,

(In full and Initials)

Name and Designation of the Signatory
Name of the Bidder and Address



UNDERTAKING

(On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences)

I, do hereby undertake that there is no criminal case pending in any Court of Law against our organization or against the Proprietor/ Director / Persons to be deployed by our organization.

I / we further certify that Proprietor/ Director/ Persons to be deployed by our organization have not been convicted of any offence in any Court in Odisha / India during the last 5 years. I understand that, I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signature
(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

Model Bank Guarantee Format for Performance Security
[Ref. Para 22(i)]

To

The Managing Director,
 Odisha State Handloom WCS Ltd.,
 Bhubaneswar-751001.

WHEREAS (name and address of the supplier/tenderer (hereinafter called "the supplier") has undertaken, in pursuance of Letter of Award no dated..... to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract; AND WHEREAS we have agreed to give the supplier such a bank guarantee; NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until theday of , 20.....

Our branch at* (Name & Address of the* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt..... otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

Name and designation of the officer
 Seal, name & address of the Bank and address of the Branch

* Preferably at Bhubaneswar, the headquarters of the authority competent to sanction the expenditure for the services as or Letter of Award.

FINANCIAL BID**APPLICATION-FINANCIAL BID (CATEGORY A)**

For Providing Manpower Services (Security Guards, Cleaning Personnel and Unskilled, Semi Skilled, Skilled & Highly Skilled Personnel)

Odisha State Handloom Weavers Coop. Society Ltd.

Bhubaneswar-751001

1. Name of Tendering Manpower Service Provider

2. Rate per person per month (26 days, 8 hours per day) as per rule inclusive of all statutory liabilities, taxes, levies, cess etc. as per Govt. Rules and modified time to time.

Sl No	Manpower Type	Monthly Rate per Employees							Total per Person
		Remuneration (As per Govt. rates on daily wage basis)	Employer Share in percent		Employee Share in percent		Other Statutory dues, if any	Service Charge in rupees (can not be less than 3.85% & maximum up to 7%)	
			EPF	ESI	EPF	ESI			
1	Security Guards (Armed- Highly Skilled)								
	Security Guards (Unarmed- Skilled)								
2	Cleaning Personnel (Unskilled)								
3	Daily Wages Personnel (Unskilled)								
	Semi Skilled								
	Skilled								
	Highly Skilled								

N.B The Bidder has to quote the rate as per rate of remuneration mentioned in the above table. All rates should be written in alphabetically up to two decimal, Numerical information is not allowed.

Date :
Place :

Signature of Authorized Person with seal
Name :
Seal

Notes:

- 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.
- 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. The service charge quoted by the Manpower Agency should not be less than 3.85% & maximum up to 7% as stated in the EOI document. Nil or lower service charge quoted by bidder shall be out rightly rejected.
4. EOI of the Bidder quoted less remuneration than the remuneration mentioned above shall be rejected.
5. EPF, ESI and GST are to be calculated as per existing rules. Evaluation Committee of BOYANIKA is authorized to make corrections in case of working calculation made by the bidder in respect of EPF, ESI and GST rate. In this regard the decision of the Authority of BOYANIKA is final and binding to all the bidder.
6. The remuneration along with statutory dues as per norm cited above for each employee in the financial bid or Bid document may vary subject to the instructions of the Managing Director, BOYANIKA from time to time.
7. Proof of payment towards GST/Service Tax against bills raised in favour of requisitioning authority should be provided by 14th of next month regularly, else payment shall be held up till submission of the certificate.



APPLICATION-FINANCIAL BID (CATEGORY B)
For Providing Manpower Services (Technical & Non-Technical)
Odisha State Handloom Weavers Coop. Society Ltd.
Bhubaneswar-751001

- Name of Tendering Manpower Service Provider
.....
- Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc. as per Govt. Rules and modified time to time.

Sl No	Categories of Resources	Remuneration (As per Govt. rates on daily wage basis)	Monthly Rate per Employees						GST	Total per Person
			Employer Share in percent		Employee Share in percent		Other Statutory dues, if any	Service Charge in rupees (can not be less than 3.85% & maximum up to 7%)		
			EPF	ESI	EPF	ESI				
01	Marketing Executive	26400.00								
02	Junior Engineer (Civil)	26400.00								
03	Sales Executive.(SE)	26400.00								
04	Weaving Supervisor (Diploma)	26400.00								
05	Accounts Executive	26400.00								
06	Driver	15600.00								
07	Electrician	15600.00								
08	Steno/ Multi Skill Asst	15600.00								
09	Accounts Assistant	15600.00								
10	Sales Assistant	13900.00								
11	DEO/Computer Assistant	13900.00								
12	Quality Control Assistant (QCA)	13900.00								
13	PRO	26400.00								

N.B The Bidder has to quote the rate as per rate of remuneration mentioned in the above table. All rates should be written in alphabetically up to two decimal. Numerical information is not allowed. EPF to be deposited on maximum remuneration of Rs.15000.00 as per present EPF Rules. But it may vary as per any changes such stipulation from time to time.

Date :
Place :

Signature of Authorized Person with seal
Name :
Seal

Notes:

- 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.
- 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. The service charge quoted by the Manpower Agency should not be less than 3.85% & maximum up to 7% as stated in the EOI document. Nil or lower service charge quoted by bidder shall be out rightly rejected.
4. EOI of the Bidder quoted less remuneration than mentioned above shall be rejected.
5. EPF, ESI and GST are to be calculated as per existing rules. Evaluation Committee of BOYANIKA is authorized to make corrections in case of working calculation made by the bidder in respect of EPF, ESI and GST rate. In this regard the decision of the Authority of BOYANIKA is final and binding to all the bidder.
6. The remuneration along with statutory dues as per norm cited above for each employee in the Financial bid or Bid document may vary subject to the instructions of the Managing Director, BOYANIKA from time to time.
7. Certificate towards payment of GST/Service Tax against bills raised in favour of Odisha State Handloom WCS Ltd. (Boyanika) should be provided by 7th of next month regularly, else payment shall be held up till submission of the certificate.



SERVICE AGREEMENT

This Agreement is made on this _____ day of _____ in between Odisha State Handloom WCS Ltd. (Boyanika) represented by _____ here-in-after referred to as the "BOYANIKA/Authority" which expression shall, where the context so requires or admits, also include its successors or assignees of the one part;

And

M/s _____ represented by Sri _____ here-in-after called the "Human Resource Service Provider Agency" which expression shall, where the context so requires or admits, also include its successors or assignees of the other part.

Whereas, the "BOYANIKA/Authority" desires that the services of " _____ " are required in BOYANIKA.

And whereas the Human Resource Service Provider Agency has offered its willingness to the same in conformity with the provisions of the agreement;

And whereas the "BOYANIKA/Authority" has finalized the rate as per the terms and conditions of the agreement to the Manpower Service Provider.

Now therefore, it is hereby agreed between the two parties as follows :

1. That the Annexure containing the Terms and Conditions and Scope of work shall be deemed to form and to be read and construed as integral part of this agreement.
2. That in consideration of the payment to be made by BOYANIKA/Authority to the "Manpower service provider" the "Manpower service provider" hereby agrees with the "BOYANIKA/Authority" to provide personnel in conformity with the provisions of the schedule of requirements.
3. That the "BOYANIKA/Authority" hereby further agrees to pay the "manpower service provider" the contract price at the time and in the manner prescribed in the said Terms and conditions.
4. The mutual rights and obligations of the Authority and the Service Provider shall be as set forth in the Agreement, in particular:
 - a) The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
 - b) The Certificate on the satisfactory performance of the services by the Service Provider shall be issued by an officer authorized by the Authority and inconsideration of the Certificate of the satisfactory performance of Service Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

5. Mode of Payment

The Service Provider will open a specific Bank Account for BOYANIKA related transactions. The Service Provider will furnish the details of the Bank Account to the Authority within 7 days from the signing of the Agreement. This Agreement constitutes the agreement between two parties in respect to obligations and supersedes all previous communications between the Parties

6. That in the event of any dispute that may arise it shall be settled as per the Terms and Conditions of the contract.
7. That this agreement is valid up to _____

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

Signature of the Officer
Authorized to sign on behalf of
Human Resource Service Provider Agency

Signature of Authority
an officer acting in the premises
for and on behalf of the BOYANIKA

In the presence of witness:-

Witness		Witness	
1	Name	1	Name
	Address		Address
2	Name	2	Name
	Address		Address



**BID SUBMISSION CHECK LIST (TO BE INSERTED AS FIRST PAGE OF
TECHNICAL BID, with page marking)**

Sl	Description	Submitted (Yes/No)	Page No.
Technical Bid (Original)			
1	Covering letter along with information in Bidders Letter Head.		
2	EOI Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Registration Certificate of the applicant's organization		
5	Registration Certificate of the applicant's organization under GST		
6	Copy of valid contract labour license (R & A) Act, 1970		
7	Copy of the License to engage in the business of private security agency issued by Home Department, Govt. of Odisha only in case of Security Guards (PSARA).		
8	Documentary proof of the registered office or one of the branch office of the manpower service providers located in Bhubaneswar/other places of Odisha.		
9	Documentary proof of 5 years' experience in providing manpower service.		
10	Copy of the Bank pass book		
11	Copy of the audited statement of accounts (Balance Sheet, Profit and Loss A/c etc.) showing minimum average annual financial turnover of 2.5 crores for the Category-A or Category-B for which bid is submitted for the last 5 years (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23)		
12	Copy of a contract on similar work (Category-A or Category-B for which bid is being submitted) worth Rs.50.00 lakhs or more per annum for in FY 2020-21, 2021-22 and 2022-23).		
13	Copy of GST registration certificate & return for last 3 years.		
14	GST clearance certificate up to September 2023.		
15	Copy of PAN/GIR.		
16	Copy of the IT return filed for the last five financial years i.e. (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23) (i.e. assessment year 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24).		
17	Copies of EPF registration certificates.		
18	Copies of EPF Electronic Challan Return (ECR) and remittance confirmation slip for the months of Oct-2023,		



	Nov-2023, Dec-2023.		
19	Copies of ESI registration certificates.		
20	Copy of ESI return and e-challan of ESI for the month of Oct-2023, Nov-2023, Dec-2023.		
21	Copy of power of attorney in the name of authorized signatory.		
22	Undertaking certificate as per the prescribed format (Form-T2).		
23	Undertaking certificate as per prescribed format (Form T3).		
24	Model Bank Guarantee Format for Performance Security (Form-T4).		
24	An undertaking certificate indicating that the service provider shall maintain personal file of each manpower supplied.		
25	Declaration about all locations where agency will provide resource.		
Financial Bid (Original)			
1	Duly filled in Financial Bid		

It is to be ensured that :

All information has been submitted as per the prescribed format only.
Each part has been separately bound with no loose sheets and each page are page number along with Index page.
All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized signatory (in full and initials): _____

Name & Designation with Date and Seal: _____