



THE ODISHA STATE POLICE HOUSING AND WELFARE CORPORATION LTD.  
JANAPATH, BHOINAGAR, BHUBANESWAR – 22.

No 14887 /OPHWC

Date : 10 / 07 / 2023

**NOTICE INVITING TENDER NO. 01/2023-24**

Sealed Tenders are invited under Two Bids system from reputed Service Provider with experience in providing Manpower services in different categories. The detailed information for outsourcing services in different categories has been given in Tender Document which can be downloaded from the website: [www.ophwc.nic.in](http://www.ophwc.nic.in). The downloaded Tender Documents should be accompanied with a Demand Draft of Rs. 1180/- ( Rupees one thousand one hundred eighty) only in favour of OPHWC Ltd. along with tender bid.

All Corrigendum (S) shall be communicated through the website: [www.ophwc.nic.in](http://www.ophwc.nic.in) only.

By order of CMD

  
Dy. General Manager (Admn.)

BIDDER'S COVERING LETTER

To,

The Chairman-cum-Managing Director,  
Odisha Police Housing Welfare Corporation Ltd.,  
Bhoi Nagar, Bhubaneswar  
Odisha, Pin- 751022

Dear Sir,

Ref: Tender no: \_\_\_\_\_

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned, offer to execute the work shown in the scope of work and jurisdiction of contract.

We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents.

We undertake to accept terms and conditions of the Agreement mentioned in the Tender Notice, if our bid is accepted.

Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement.

Dated this ..... Day of ..... (the month and year)

Signature of Authorized Signatory .....

In capacity of .....

Duly authorized to sign the bid for and on behalf of.....

## TENDER DOCUMENT

For selection of Man Power Service providers for providing Man Power to the Odisha State Police Housing & Welfare Corporation Ltd., Bhoi Nagar, Bhubaneswar

### CONTENTS

Sl.No.	Description of Contents
01.	Bidders Covering Letter
02.	Important information to the bidders
03.	Scope of work, eligibility criteria and General instruction for bidder
04.	Tender Application - Technical Bid
05.	Tender Application - Financial Bid
06.	Declaration regarding Blacklisting/ Criminal case

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**IMPORTANT INFORMATION TO THE BIDDERS**

Sl. No.	Particulars	Date and Time
01.	Tender Call	For the F.Y.2023-24
02.	Last date and time for submission of tender document	Dt.31.07.2023 before 02.30 P.M.
03.	Date and time for opening of Bids	Dt.31.07.2023 at 4:30 P.M.
04.	Likely date for commencement of deployment of required manpower	To be intimated after finalisation of Tender
05.	Venue	OPHWC Ltd., Bhoi Nagar Bhubaneswar
06.	Tender fee (Non-refundable) in the form of Demand Draft in favour of Odisha State Police Housing Corporation Ltd. (OPHWC Ltd.)	1180/- (Rupees Eleven hundred and eighty ) only inclusive of GST.

**SCOPE OF WORK, ELIGIBILITY CRITERIA AND GENERAL  
INSTRUCTION FOR BIDDER**

1. The Odisha State Police Housing & Welfare Corporation Ltd., Bhubaneswar-751022 requires the services of recognized, reputed, well established and financially sound Manpower Service Providers for providing Manpower of various categories as listed below for day to day official work.
2. The contract for providing the aforesaid Service is likely to commence from 1<sup>st</sup> of the month following finalization of Tender. The period of contract will be for one year and may be extended at the sole discretion of The Odisha State Police Housing & Welfare Corporation Ltd (OPHWC Ltd.) subject to satisfactory performance of the service provider. The period of the contract may be further extended beyond the agreement period provided the requirement of the Corporation for manpower persists at that time or may be curtailed/ terminated during the agreement period owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Corporation's requirements. The Corporation, however, reserves right to terminate this initial contract at any time after giving 14 days' notice to the selected Service Provider.
3. This Corporation has tentative requirement as follow

Sl. No.	Job category	Educational Qualification	Working experience	Required nos.
1	Technical Assistant(Civil)	Diploma in Civil Engineering	5 years relevant experience in Construction	19
2	Technical Assistant(Electrical)	Diploma in Electrical Engineering	5 years relevant experience	4
3	Technical Assistant (IT & Electronics)	Diploma in Electronics & Tele-Communication Engineering	3 Years relevant experience in CCTV City Surveillance Projects	2
4	Technical Assistant (Architect)/Design Asst.	Degree /Diploma in Architect	2 years relevant experience	2
5	Accounts Personnel(Corporate Accounting, Tally & SAP)	ICWA Inter Qualified / C.A Inter Qualified /MBA (Finance)	5 years relevant experience	15

6	SAP Personnel	B. Tech	2 years relevant experience	5
7	Junior Accounts Personnel	Commerce Graduate	3 Years relevant experience	15
8	Legal Assistant	L.L.B qualified. Having Bar Experience	5 years relevant experience	2
9	Network Operator	Graduate in Computer Science/MCA	3 Years working relevant experience in Networking and Hardware maintenance	1
10	Computer Operator-cum Asst.	Any Graduate (Type speed of 2000 characters per minute in English)	5 years relevant experience	35
11	Works Assistant	Having experience in Project Work	10 years relevant experience	64
12	Electrician	I.T.I Pass or above	5 years relevant experience	6
13	Driver (L.V)	10th Pass or above (Light Vehicle License)	5 years relevant experience	1
14	Plumber	H.S.C with I.T.I	3 Years relevant experience	3
15	Office Attendant	7th Standard and above	3 Years relevant experience	20
16	Watch Man	7th Standard and above	3 Years relevant experience	9
17	Lift Operator	10th Pass with experience of operating lift.	3 Years relevant experience	2
18	Gardener	7th Standard and above	3 Years relevant experience	1
19	Sweeper	7th Standard and above	3 Years relevant experience	1

**TOTAL**

**207**

The requirements may increase/decrease in any/ all the categories.

4. The registered office or one of the branch offices of the manpower services provider should be located in Bhubaneswar.
5. The Service Providers, who have supplied the man powers as stated above in point no.-3 will be eligible to participate in the bidding process. The bidder should provide documentary evidences to this effect.
6. The tender documents complete in all respects must be dropped in the Tender Box placed in The Odisha State Police Housing & Welfare Corporation Ltd. Payable at Bhubaneswar office during all working days from 11:00 A.M to 05:00 P.M on or before **31.07.2023**(02.30 P.M) along with non-refundable cost of tender documents of Rs.1180/-

7. The tender has been invited **under single bid system i.e. Technical Bid**. The Bidders are advised to submit the sealed envelopes super scribing “**Technical Bid for providing Manpower**” to OPHWC Ltd.
8. Corporation will pay **5% of the manpower cost (before GST) as service charges to the service provider on monthly basis**. The selected Service Provider should raise monthly bills which should include Manpower Cost, Service Charges & GST as applicable.
9. The Bidder is required to submit the tender document complete in all respects along with **Earnest Money Deposit(EMD) of Rs.1,00,000/- (Rupees One Lakh)** only in the form of Demand draft of any scheduled bank drawn in favour of **OPHWC Ltd., Bhubaneswar**. The EMD of the unsuccessful bidders shall be returned to them at the earliest after finalisation of the Tender. No interest shall be payable on EMD. In the event of the Bidder failing to comply with any provision of the contract, the EMD shall stand forfeited.
10. The Bidder should have its own Bank Account.
11. The Bidder must not have been blacklisted or there shall not be any criminal case pending against the Company/Firm/ Director/Proprietor/Partner or the Agency. *(Declaration is to be attached in the proforma given below)*
12. All pages of the tender documents must be signed by the bidder. In case the tender documents are signed by the Authorized signatory, a copy of the power of attorney/authorization shall be enclosed along with tender.
13. Any conditional bids shall not be considered and will be out rightly rejected in the very first instance.
14. The remuneration of candidates will be decided by the Corporation after due interview of candidates provided by the service provider from time to time. The remuneration so decided shall be inclusive of employee’s share of PF & ESI but exclusive of employer’s share of EPF & ESI. Corporation will contribute towards employer’s share of EPF, ESI in addition to the remuneration fixed per man power.
15. Taxes as applicable will be charged by the service provider in addition to remuneration of man power and cost of service charges.
16. All entries in the tender form should be legible and filled clearly. If the space of furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.



17. The monthly payments will not be released until the service provider produces proof of up to date payment of remuneration to man power and payment of EPF & ESI contribution and GST. Applicable Income Tax and GST shall be deducted at source as per the procedure.
18. Consortiums / Joint Ventures are not allowed. In case, any proposal is received from Consortium/ Joint Venture, the same shall be rejected.
19. The authorities of OPHWC Ltd. reserve the right to annul all or any of the bids without assigning any reasons thereof.
20. The bidder shall be selected as per following Technical Evaluation Criteria:

### Technical Evaluation Criteria

Sl. No.	Parameters	Documentary evidences to be provided	Maximum Marks
1	Average Annual Turnover / Revenue of the Bidder from last three financial years ending 31 March 2022  > Rs. 1.50 Cr. and < Rs.2.50 Cr. - 5 Marks > Rs. 2.50 Cr. and < Rs.3.50 Cr. - 8 Marks > Rs. 3.50 Cr. and above - 10 Marks	Audited annual accounts for the financial year 2019-20, 2020-21 & 2021-22.	10 Marks
2	Average Net worth of the bidder as on 31.03.20, 31.03.21 & 31.03.2022  > Rs. 0.75 Cr. and < Rs.1.25 Cr. - 5 Marks > Rs. 1.25 Cr. and < Rs.1.75 Cr. - 8 Marks > Rs. 1.75 Cr. and above - 10 Marks	Audited annual accounts for the financial year 2019-20, 2020-21 & 2021-22.	10 Marks
3	Number of Govt. Organisations the bidder has supplied man powers (Such as Accounts staff, Engineer, SAP Professional & Data Entry Operator etc. as stated in point no.-3 of bidding document)  > 1 No. and < 3 Nos. - 10 Marks > 3 Nos. and < 5 Nos. - 15 Marks > 5 Nos. and above - 20 Marks	Work orders & letters received from the Govt. Organisations.	20 Marks
4	Number of years of experience in providing man powers (such as Accounts staff, Engineer & Data Entry Operator) in Govt. sectors.  > 5 years and < 8 years. - 10 Marks > 8 years and < 12 years - 15 Marks > 12 years and above - 20 Marks	Work orders & letters received from the Govt. Organisations.	20 Marks
5	Annual single contract value per Govt. sector	TDS certificate received from Govt.	20 Marks

	> Rs. 0.50 cr. and < Rs.0.75 Cr. - 10 Marks > Rs. 0.75 Cr. and < Rs.1.00 Cr. - 15 Marks > Rs. 1.00 Cr. and above - 20 Marks	Sectors / Form No. 26AS as downloaded from Income Tax website.	
6	<b>Presentation:</b> Bidder has to submit the documentation of the above with technical bid and make a technical presentation before evaluation committee		20 Marks
	<b>Total Marks</b>		<b>100 Marks</b>

## OTHER REQUIREMENTS FOR THE TENDERING MAN POWER SERVICE PROVIDER

The Bidder is required to enclose self-attested photocopies of the following documents along with the application of Technical Bid, failing which the bid shall be summarily/out rightly rejected and will not be considered any further.

- i. Copy of Registration Certificate (GSTIN) under the Goods & Service Tax Laws.
- ii. Copy of GST R-3B (Last Return Filed by the Bidder under GST Laws) and last Annual return filled with GST Authorities.
- iii. The Annual Report for F.Y. 2019-20, 2020-21 & 2021-22.
- iv. Income Tax / PAN No. Copy of proof to be submitted.
- v. EPF Registration No. & copy of the certificate.
- vi. Copy of the Labour licence/ Registration under Contract Labour (Regulation & Abolition) Act, 1970.
- vii. Copy of last return submitted to Labour Department if any.
- viii. Any other statutory requirements like ESI code No. with proof. etc.
- ix. Proof of Experience
- x. Certified extracts of the Bank Account containing transactions during last three years.

**APPLICATION TECHNICAL BID**  
**For Providing Manpower Services to OPHWC Ltd.**

1. Name of Tendering Manpower Service Provider: \_\_\_\_\_
2. Details of Earnest Money Deposit: DD No. \_\_\_\_\_ date \_\_\_\_\_  
Of ₹ \_\_\_\_\_ drawn on Bank \_\_\_\_\_
3. Name of Proprietor /Partner/  
Director: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Full Address of Registered \_\_\_\_\_  
Office/Head Office: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No. : \_\_\_\_\_  
FAX  
No. : \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_
5. Full address of Operating  
/ Branch Office: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No. : \_\_\_\_\_  
FAX  
No. : \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_
6. Name & telephone no., Email ID of: \_\_\_\_\_  
Authorized  
officer/person to liaise  
with Field Office(s)

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

Telephone Number: \_\_\_\_\_  
Of Banker

8. PAN No.: \_\_\_\_\_  
(Attach attested copy)

9. GST Registration No.: \_\_\_\_\_  
(Attach attested copy)

10. E.P.F. Registration No.: \_\_\_\_\_  
(Attach attested copy)

11. E.S.I. Registration No.: \_\_\_\_\_  
Attach attested copy)

12. License under Labour Act: \_\_\_\_\_  
Attach attested copy)

13. Financial turnover of the tendering **Manpower Service Provider** for the last 3 financial years.

Financial Year	Amount (₹ in Lakh)	Remarks, if any
2019-20		
2020-21		
2021-22		

14. Additional information, if any:

Copy of monthly and annual GST returns filed for the financial year 2020-21. Copy of returns filed with Labour Department.

15. 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):

Sl. No.	Name of client, address, telephone & Fax no	Manpower services provided		Amount of contract (₹ in Lakh)	Duration of contract	
		Type of manpower provided	No.		From	To

16. Years of experience in providing manpower services to Govt. Organisation /PSUs \_\_\_\_

Signature of authorized person

Name:

Seal:

Date:

Place:

DECLARATION

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri....., Proprietor/ Director/ authorized signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document;
  
2. I have carefully read the tender document and have understood all the terms and conditions of the tender and undertake to abide by them;
  
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:  
Place:

Signature of authorized person  
Name:

Seal:

**DECLARATION REGARDING BLACKLISTING/ CRIMINAL CASE**

I /We Proprietor / Partner (s) / Director (s) of M/s.....hereby declare that the firm/ company.....namelyM/S..... has not been blacklisted or debarred in the past by any organization from taking part in tenders and no criminal case is pending against me/us.

Or

I / We proprietor / partner (s) / Director (s) of M/S..... hereby declare that the firm/ company namely M/S..... was blacklisted or debarred by Government Department / any Organization from taking part in tenders for a period of .....years w.e.f..... The period was over on ..... And now the firm/ company is entitled to take part in tender.

In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by OPHWC Ltd., Bhubaneswar and EMD/ performance Security Deposit shall be forfeited. In addition to the above OPHWC Ltd., Bhubaneswar will not be responsible to pay the bills for any completed/ partially completed work.

Signature:.....

Name: .....

Capacity in which as signed: .....

Name & address of the firm: .....

.....

Signature of Bidder with seal & date

*Seal of the firm should be affixed.*

*(In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors.)*