

Directorate of Mission Shakti
Department of Women & Child Development and Mission Shakti
Government of Odisha

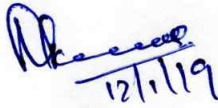
Letter No: WCD-MS-SCHM- IV-0005- 2019- 115 /WCDMS Date: 17.01.2019

TENDER CALL NOTICE

Sealed Tenders are invited from interested reputed financially sound agencies having valid registration certificate for providing Security Service, House Keeping Service, Bed Sets, Vehicle and Supply of Tables, Chairs and internal furnishing in the stall during Adivasi Mela 2019.

The Tender completed in all respect shall be deposited in the office of the Commissioner cum Director, Directorate of Mission Shakti, Mission Shakti Bhawan, Pokhariput, Bhubaneswar - 751030 on or before 24.01.2019 by 4.00 P.M. through Register Post, Speed Post or Courier Service. The application form of the tender containing General Bid information and terms & conditions can be downloaded from the **website- www.wcdodisha.gov.in** from 18.01.19 to 24.01.19. A Tender Fee of Rs.210/- for each service and EMD of Rs. 2,000/- in shape of Demand Draft in favour of "Commissioner cum Director, Directorate of Mission Shakti "payable at Bhubaneswar is to be submitted along with the Tender Application at the time of submission of the application. The authority reserves the right to cancel/modify the Tender at any point of time, same will be placed in the website.

By Order of the Commissioner cum Director


12/1/19

Joint Secretary

Directorate of Mission Shakti

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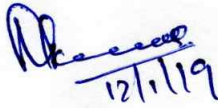
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By Order of the Commissioner cum Director


12/1/19

Joint Secretary

Directorate of Mission Shakti

SELECTION OF DIFFERENT SERVICE PROVIDERS FOR SECURITY PERSONNEL, HOUSE KEEPING, BED SET, VEHICLE AND TABLES, CHAIRS & INTERNAL FURNISHING FOR WSHGs PARTICIPATING IN ADIVASI MELA 2019

Introduction:

For participation of WSHGs in Adivasi Mela 2019, which has been rescheduled from 26th Jan,2019 to 9th Feb,2019, arrangements for around 25 WSHG members need to be made with their accommodation at Mission Shakti Bhawan, Pokhariput for 17 days and other services at the stall at IDCO Exhibition Ground, Unit-III. For the purpose, the following work arrangements are required.

1. Selection of Service Provider for Security personnel
2. Selection of Service Provider for House Keeping
3. Selection of Service Provider for supply of Bed set
4. Selection of Service Provider for Vehicle
5. Selection of Service Provider for tables, chairs & internal furnishing of the stalls at the IDCO Exhibition Ground

As the requirement is urgent in nature, the time for submission is less in comparison to the normal time given for submission of the Tender.

The Sealed Tender shall contain the financial Bid and should reach the office of Directorate of Mission Shakti on before 24.01.2019 by 4.00 PM. The Sealed Tender will be opened on 24.01.2019 at 04.30 PM in the office of Directorate of Mission Shakti, Mission Shakti Bhavan, Pokhariput, Bhubaneswar-751030, in presence of Tender Committee and Tenderers/ representatives. The details of the Tender documents are enclosed separately.

Period of issue of tender Documents	From 18.01.2019 to 24.01.2019
Last date & time for submission of tender Documents	24.01.2019 by 4.00 PM
Place of submission of completed tender Documents	Directorate of Mission Shakti Department of Women & Child Development and Mission Shakti Government of Odisha Mission Shakti Bhavan, Pokhariput, Bhubaneswar-751030, Odisha Tel: 0674 2974093, Mail: pmumissionshakti@gmail.com
Mode of submission	In Sealed cover mentioning the specific service to provide on the outside cover through Registered Post, Speed Post or Courier service only
Place, Date & Time for opening of Bid	Directorate of Mission Shakti Department of Women & Child Development and Mission Shakti Government of Odisha Mission Shakti Bhavan, Pokhariput, Bhubaneswar-751030, Odisha Tel: 0674 2974093, Date-24.01.2019 Time: - 04.30 PM
Tender Fee	Rs.210/- (inclusive of VAT) in shape of DD in favour of Commissioner cum Director, Directorate of Mission Shakti payable at Bhubaneswar for each service.
EMD	Rs.2,000/- in shape of DD in favour of Commissioner cum Director, Directorate of Mission Shakti payable at Bhubaneswar for each service.
Performance Security Deposit	Rs.5,000/- in shape of DD in favour of Commissioner cum Director, Directorate of Mission Shakti payable at Bhubaneswar for each service.

Joint Secretary, Directorate of Mission Shakti

1. Manpower Requirement for Security

No. of Security Guards	2 + 2
Shift	10 PM to 6 AM 6 AM to 2 PM 8 hours shift with 2 shifts a day.
Period	26.01.2019 to 09.02.2019

2. Materials & Manpower for House keeping

Housekeeping personnel No-	2 + 2 (4 nos)
Shift	8 hours duty per day in two shifts
Period	25.01.2019 to 10.02.2019
Material	Adequate Room freshener, phenyl, Mop, Duster, floor cleaning materials for two shifts per day.
Works to be done	a) Placing of Dustbin outside the room and Dining Hall b) Cleaning of Toilets c) Cleaning of Dining Hall d) Cleaning of Hostel Rooms e) Cleaning of Accommodation Hall f) Cleaning of Corridors & Dustbin

The selection will be based on the combined rate of per person per shift and housekeeping materials per shift.

3. Materials for accommodation of 25 participants

1. Mattress
2. Bed Sheet
3. Pillow with pillow cover
4. Blanket
5. Bucket and Mug (1 set for 5 participants)

The selection will be based on composite price of all five items and the L-1 will be selected.

4. Selection of service provider for Vehicle

For to and fro movement of 25 participants between Mission Shakti Bhawan, Pokhariput and IDCO Exhibition Ground, Unit – III, Bhubaneswar, a 25 to 30-seater vehicle needs to be provided from 26.01.2019 to 09.02.2019.

5. Selection of Service Provider for Supply of Tables, Chairs and Internal Furnishing in the stall

- i) Table per stall of dimension 10 ft x 10 ft, totaling 10 number of stalls (with white table cloth and front cover cloth)
- ii) Two chairs per stall – totaling 20 chairs
- iii) Internal furnishing.

Joint Secretary, Directorate of Mission Shakti

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(1) Tender Application for Selection of Security Personnel

1. Name of Tendering Service Provider
2. Name of Proprietor/Partner/Director:.....
.....
3. Full Address of Registered Office
Telephone No.
FAX No.

E. mail Address :
4. Full Address of Operating/ Branch Office:.....
Telephone No.

FAX No.

E. mail Address :
5. Name, Address & Telephone No. of:
Authorized Officer/Person:
6. PAN Card No:
7. TAN No:
8. Bank Details i) Bank Account Number-.....
ii) Name of the Account Holder
iv) Name of Bank/Branch.....
v) IFS Code.....
9. Documents to be attached – As per the Checklist.
10. Do you have license of PSARA (Private Security Agency Regulation Act, 2005). Please attach attested copy.
11. Photocopy of the Service Tax Registration Certificate to be enclosed.

Formats for quoting Rates for selection of Service Provider for security personnel					
Sl. No.	No. of persons	Rate per person per shift (in Rs.)	Rate per day (in Rs.)	No. of days	Total (in Rs.) (including taxes as applicable)
1	4				

Date:
Place:

Signature of Authorized person
Name:
Seal

2. Tender Application for Selection of House Keeping

1. Name of Tendering Service Provider
2. Name of Proprietor/Partner/Director:.....

3. Full Address of Registered Office
- Telephone No. :
- FAX No. :
- E. mail Address :

4. Full Address of Operating/ Branch Office:.....
- Telephone No. :
- FAX No. :
- E. mail Address :

5. Name, Address & Telephone No. of:
Authorized Officer/Person:
6. PAN Card No:
7. TAN No:
8. Bank Details
 i)Bank Account Number-.....
 ii) Name of the Account Holder
- iii)Name of Bank/Branch.....
 iv)IFS Code.....
9. Documents to be attached – As per the Checklist.
10. Goods and Service Tax (GST) No. Registration document to be attached.

Format for quoting Rates for selection of Service Provider for House Keeping					
(A)					
Sl.No.	No. of persons	Rate per person per shift (in Rs.)	Rate per day (in Rs.)	No. of days	Total (in Rs.) (including taxes as applicable)
1	4				
(B)					
Sl.No.	Supply of House Keeping of Materials	Rate per shift (in Rs.)	Rate per day (in Rs.)	No. of days	Total (in Rs.) (including taxes as applicable)
1					
(C)					
1	Supply of Dustbin	Rate per Dustbin			
				Grand Total:	

Date:
Place:

Signature of Authorized person
Name:
Seal

3. Tender Application for Selection of Service Provider for supply of Bed set

1. Name of Tendering Service Provider
2. Name of Proprietor/Partner/Director:.....

3. Full Address of Registered Office
- Telephone No. :
- FAX No. :
- E. mail Address :

4. Full Address of Operating/ Branch Office:.....
- Telephone No. :
- FAX No. :
- E. mail Address :

5. Name, Address & Telephone No. of:
Authorized Officer/Person:
6. PAN Card No:
7. TAN No:
8. Bank Details
 - i)Bank Account Number-.....
 - ii) Name of the Account Holder
 - iii)Name of Bank/Branch.....
 - iv)IFS Code.....
9. Documents to be attached – As per the Checklist.

Format for quoting Rates for selection of Service Provider for supply of Bed set

Sl. No.	Name of Materials	Price per Unit (including taxes as applicable)
1	Mattress	
2	Bed Sheet	
3	Pillow with Cover	
4	Blanket	
5	Bucket and Mug (1 Set)	
	Total:	

Date:
Place:

Signature of Authorized person
Name:
Seal

4. Tender Application for Selection of Service Provider for Vehicle

1. Name of Tendering Service Provider
2. Name of Proprietor/Partner/Director:.....
.....
.....
3. Full Address of Registered Office
Telephone No. :
FAX No. :

E. mail Address :
4. Full Address of Operating/ Branch Office:.....
Telephone No. :

FAX No. :

E. mail Address :
5. Name, Address & Telephone No. of:
Authorized Officer/Person:
6. PAN Card No:
7. TAN No:
8. Bank Details i) Bank Account Number.....
 ii) Name of the Account Holder
 iii) Name of Bank/Branch.....
 iv) IFS Code.....
9. Documents to be attached – As per the Checklist.
10. Other documents to be enclosed: i) RC book with proof of upto date Road tax of the proposed vehicle
 ii) Fitness Certificate of the vehicle issued by RTO
 iii) Insurance Certificate of the vehicle

Formats for quoting Rates for selection of Service Provider for Vehicle				
Sl. No.	No. of vehicles	Rate per day (in Rs.)	No. of days	Total (in Rs.) (including all taxes)
1	One 25 to 30 seater vehicle			

Date:
Place:

Signature of Authorized person
Name:
Seal

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5. Tender Application for Selection of Service Provider for Tables, Chairs & Internal Furnishing

1. Name of Tendering Service Provider
2. Name of Proprietor/Partner/Director:.....
.....
.....
3. Full Address of Registered Office
Telephone No. :
FAX No. :

E. mail Address :
4. Full Address of Operating/ Branch Office:.....
Telephone No. :

FAX No. :

E. mail Address :
5. Name, Address & Telephone No. of:
Authorized Officer/Person:
6. PAN Card No:
7. TAN No:
8. Bank Details i)Bank Account Number-.....
 ii) Name of the Account Holder
 iii)Name of Bank/Branch.....
 iv)IFS Code.....
9. Documents to be attached – As per the Checklist.

Format for quoting Rates for selection of Service Provider for Tables, Chairs & Internal Furnishing at the IDCO Exhibition Ground		
Sl.No.	Name of the Item	Rate per day (in Rs.) (including all taxes)
1	Table per stall of dimension 10 ft x 10 ft, totaling 10 number of stalls (with white table cloth and front cover cloth)	
2	Two chairs per stall – totaling 20 chairs	
	Total	

Date:
Place:

Signature of Authorized person
Name:
Seal

DECLARATION

1. I, , Son/Daughter/Wife of Shri
 Proprietor/Partner/Director/authorized signatory of the Service Provider mentioned above and
 competent to sign this declaration and execute this tender document:
2. I/ any member of the firm or organization is not blacklisted by any Government/Public Undertaking
 for providing any service or services.
3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide
 by them;
4. 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
 Full Name:
 Seal:

General Terms and Conditions

1. The Service Provider shall provide the manpower as well as the materials as per the requirement and as per the specifications mentioned in the bid document.
2. The personnel deployed shall be well disciplined and shall be in Uniform.
3. The personnel deployed shall abide by the general principles of Adivasi Mela and Mission Shakti.
4. They shall also undertake their duties assigned to them sincerely and without causing any problem to any inmate.
5. On receipt on complaint of any relevant nature, they should immediately address the issue in consultation with officials deployed there.
6. The security personnel shall be duly trained in fire safety operation for any untoward situation.
7. The service provider shall be an experienced one having minimum two years of experience in relevant field by December 2018 and must have an average turnover of Rs.05.00 lakh during last two years ending on March 2018.
8. The service provider shall have an office/ branch in Bhubaneswar locality.
9. The service provider must not be blacklisted by any organization.
10. The checklist of documents should be duly filled along with photocopy of relevant documents attached to Tender Application.
11. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
12. All entries in the tender form shall be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial bid form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the technical bid application must be initialed by the person authorized to sign the tender bids.

1. Information and condition relating to Bids

Availability of the Bid:

The bid will be available from 11.00 AM on 18.01.2019 to 4.00 PM on 24.01.2019 on the web site www.wcdodisha.gov.in

2. Submission of the Bid

The Bid to be submitted on/before 24.01.2019 by 4.00 PM in the office of Directorate of Mission Shakti, Mission Shakti Bhavan, Pokhariput, Bhubaneswar-751030, Odisha
Tel: 0674 2974093, through Registered Post, Speed Post or Courier service only.

3. Tender Fee

At the time of submission, the Tender Fee of Rs.210/- (including VAT) and Rs.2,000/- as EMD are to be deposited in shape DD in favour of Commissioner cum Director, Directorate of Mission Shakti payable at Bhubaneswar.

Joint Secretary, Directorate of Mission Shakti

4. Earnest Money Deposit

At the time of submission the Tender, an EMD of Rs.2,000/- for each services is to be deposited in shape DD in favour of Commissioner cum Director, Directorate of Mission Shakti payable at Bhubaneswar. The EMD of the unsuccessful Bidders will be returned to them within 30 days of the work order is issued. Non-submission of EMD qualifies for rejection of Tender documents.

5. Performance Security Deposit

After receipt of the work order a Performance Security Deposit of Rs.5,000/- for each service is to be deposited in shape DD in favour of Commissioner cum Director, Directorate of Mission Shakti payable at Bhubaneswar. The EMD of the successful Bidders will be adjusted towards the Performance Security Deposit and the rest amount totaling to Rs.5,000/- is to be deposited in shape DD in favour of Commissioner cum Director, Directorate of Mission Shakti payable at Bhubaneswar for each service.

6. Separate tenders shall be submitted for five (05) different services
7. All the pages of the tender shall be signed by the owner of the firm or his Authorized Signatory. In case the tenders are signed by the Authorized Signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
8. The 'Agency' shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The 'Agency' shall keep Directorate of Mission Shakti, Bhubaneswar fully indemnified against liability of tax, interest, penalty etc. of the 'Agency' and dues payable to the staff deployed in respect thereof, which may raise.
9. Being L-1, the work order will be issued separately for Five (05) different services.
10. Directorate of Mission Shakti, Bhubaneswar reserves the right to accept or reject any or all bids without assigning any reasons. Directorate of Mission Shakti, Bhubaneswar also reserves the right to reject any Bid which in his opinion is non-responsive or violating any of the conditions / specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
11. The Commissioner cum Director, Directorate of Mission Shakti, Bhubaneswar reserves the right to cancel all bids without assigning any reason thereof.
12. Failure on part of successful applicant may amount to forfeit of Earnest Money Deposit.

Joint Secretary, Directorate of Mission Shakti

Terms and conditions for Deployment of Manpower

1. The agency shall ensure that the Persons to be engaged by the Service Provider should be above 18 years of age and not exceeding 60 years and physically sound to perform the duties.
2. Persons to be engaged by the Service Provider shall be fluent in Odia.
3. The agency shall not deploy or shall discontinue deploying the person(s), if so desired by the Directorate of Mission Shakti, Bhubaneswar at any time without assigning any reason whatsoever.
4. The service provider is responsible for efficient rendering of service and timely delivery of materials under the contract.
5. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, ESI etc. relating to personnel deployed by it at Directorate of Mission Shakti, Bhubaneswar or for any accident caused to them and the Directorate of Mission Shakti, Bhubaneswar shall not be liable to bear any expense in this regard.
6. In case of any loss that might be caused to Directorate of Mission Shakti, Bhubaneswar due to lapse of the part of the personnel discharging duties will be borne by the Service Providers.
7. Directorate of Mission Shakti reserves the right to deduct any amount from the bill of the Service Provider upon justification.
8. The claim of the Service Provider will be settled on weekly basis, as per the submission of bill by the Service Provider duly certified by the Warden Mission Shakti Bhawan/ Staff of the Directorate of Mission Shakti deployed at Mission Shakti Bhawan.
9. Payment will be made by e-transfer.
10. In case of any dispute, both the parties shall settle it mutually in any court within the jurisdiction of Bhubaneswar.

Joint Secretary, Directorate of Mission Shakti

CHECKLIST

(Attach photocopy)

1	Registration Certificate of the service provider	YES/NO
2	EPF registration	YES/NO
3	ESI Registration	YES/NO
4	License of PSARA (private security agency regulation Act, 2005) only for the security service.	YES/NO
5	Goods and Service Tax (GST) No.	YES/NO
6	Service Tax registration No. - only for the security service	YES/NO
7	License of House keeping	YES/NO
8	Registration/License labour Department Government of Odisha	YES/NO
9	PAN Card	YES/NO
10	Experience of 2 years by December 2018	YES/NO
11	Turnover of 05.00 lakh or more during last year ending on March 2018	YES/NO
12	(i) RC book with proof of upto date Road tax of the proposed vehicle, ii) Fitness Certificate of the vehicle issued by RTO iii) Insurance Certificate of the vehicle (only for Vehicle)	YES/NO
