



## ODISHA WATER & SANITATION MISSION

(A GOVERNMENT OF ODISHA AGENCY)

Lane no. 2/11, Kharavela Nagar, Unit-III, Bhubaneswar

Odisha-751001, Ph : 0674-2395202,

e-mail : [oswsm@rediffmail.com](mailto:oswsm@rediffmail.com),



Letter no. 47 Date 05/04/2023

### REQUEST FOR PROPOSAL

### **Request for proposal(RFP) for Hiring of Human Resource Service provider for outsourcing of Manpower support to Odisha Water & Sanitation Mission, Panchayati Raj & Drinking Water Department to be attached at Sub-Divisional Level Offices of Rural Water Supply & Sanitation Offices & other RWSS offices.**

The Panchayati Raj & Drinking Water Department, Govt. of Odisha invited Request for Proposal for Hiring of Human Resource service provider to Provide Manpower support at sub-divisional level offices of RWSS and other RWSS offices.

#### **The eligibility criteria for selection of Agency/firm are provided below:**

- The bidder should be registered for a minimum period of 3 years under the Indian Companies Act, 2013/Partnership Act 1932/Societies Registration Act 1860/Indian Trust Act 1882 /Any other relevant acts in India.
- The bidder should have the average annual turnover of at-least Rs. 1 Crores during the last three financial year i.e. 2019-2020, 2020-2021 and 2021-2022.
- The agency must have successfully undertaken similar type of services to Central/State Government Organization /Autonomous bodies/Corporate Sector amounting to Rs. 1 Crores or two similar type of services amounting to Rs. 0.625 Crores each.
- The firm or any partners of the firm should not be black-listed by any Government or any other organization in respect of any assignment or behaviour.
- Firm should have never been indicted by any court of law or any regulatory body or any State/Central Government agencies.


Interested Agency/Firms may download the RFP document from Govt. of Odisha Website i.e. <https://tendersodisha.gov.in> /<https://panchayat.odisha.gov.in/> from 06.04.2023 to 29.04.2023. **The last date for submission of RFP document is 29.04.2023 before 05.00PM.**

The Authority reserves the right to accept or reject any/all RFP without assigning any reason thereof.

SD/-  
Mission Director,OWSM

Memo 48 /dt. 05.04.2023

Copy forwarded to the Deputy Director(Advt.) and Deputy Secretary to Govt. Information & Public Relation Department, Bhubaneswar, Odisha for information with a request to arrange immediate publication of the Request for Proposal (RFP) notice in 2(two) leading Odia Daily . Copy of the papers wherein the advertisement is published may please be sent to this office for necessary action. Soft copy of the said notice is enclosed and sent to the email: [ipr.advt@gmail.com](mailto:ipr.advt@gmail.com)

  
04.04.2023  
Jt. Secretary to Govt. &  
Administrative Officer,OWSM




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Memo 49 /Dt. 05-04-2023

Copy submitted to Principal Secretary to Govt., PR & DW Department, Govt. of Odisha for favour of kind information.

  
04.04.2023  
Jt. Secretary to Govt. &  
Administrative Officer, OWSM


Memo 50 /Dt. 05.04.2023

Copy with soft copy of the RFP notice forwarded to the Head, State Portal Group, I.T. Center of State Secretariat for display in the Government website.  
Encl: as above.

  
04.04.2023  
Jt. Secretary to Govt. &  
Administrative Officer, OWSM

Memo 51 /Dt. 05.04.2023

Copy with soft copy of the RFP notice forwarded to the Additional Secretary to Govt., PR & DW department (E-Governance Cell), for favour of kind information with a request to display in the Department website.

  
04.04.2023  
Jt. Secretary to Govt. &  
Administrative Officer, OWSM

Memo 52 /Dt. 05-04-2023

Copy submitted to the Engineer-in Chief, RWS & S, Jal O Parimal Bhavan, Bhubaneswar, Odisha for favour of information.

  
04.04.2023  
Jt. Secretary to Govt. &  
Administrative Officer, OWSM



**ODISHA WATER & SANITATION MISSION  
PANCHAYATI RAY AND DRINKING WATER DEPARTMENT  
GOVERNMENT OF ODISHA**

**TENDER DOCUMENT**

**for**

**“Hiring of Human Resource Service provider for outsourcing of  
Manpower support to Odisha Water & Sanitation Mission”**

**Tender No.:53**

**Dated:05.04.2023**

**Issued by:**

Odisha Water & Sanitation Mission  
Panchayati Raj and Drinking Water Department  
Government of Odisha  
Lane no.2/11,Karavela Nagar,Unit-III,  
Bhubaneswar-751001

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## Schedule of Tender

<b>Tender No.53</b>	
Name of the tender issuer	Joint Secretary to Government & Administrative Officer, Odisha Water & Sanitation Mission Panchayati Raj and Drinking Water Department Government of Odisha
Scope of Work	“Hiring of Human Resource Service provider for outsourcing of Manpower support to Odisha Water & Sanitation Mission”
Cost /fee of Tender Documents	<ul style="list-style-type: none"> <li>▪ Rs.5000/-(Rupees Five Thousand) only</li> <li>▪ Tender documents can be downloaded by bidders from Government of Odisha, Panchayati Raj and Drinking Water Department’s website i.e. <a href="https://panchayat.odisha.gov.in/">https://panchayat.odisha.gov.in/</a></li> </ul>
Earnest Money Deposit (EMD)	<ul style="list-style-type: none"> <li>▪ Rs 1,00,000/- (Rupees one lakh only).</li> <li>▪ EMD should be in the shape of <b>Demand Draft</b> drawn in favour of “<b>Odisha Water &amp; Sanitation Mission</b>” payable at Bhubaneswar.</li> </ul>
Performance Bank Guarantee (PBG)	5% of the work order value of 1 <sup>st</sup> year
Date of Advertisement	<b>06.04.2023</b>
Date of issue of tender document	<b>06.04.2023</b>
Date & Time of Pre Bid clarification	Interested agencies are advised to send their queries only through Email: <a href="mailto:oswsm@rediffmail.com">oswsm@rediffmail.com</a> by Dt. <b>13/04/2023</b>
Response to Pre Bid clarification	By <b>20/04/2023</b>
Last Date & Time for Submission of Bids	<b>29.04.2023 by 05.00pm</b>
Date & Time of Opening of Technical Bids	<b>01.05.2023,03.30PM At Odisha Water &amp; Sanitation Mission, Lane no. 2/II,Kharvela Nagar, Unit –III, 751001</b>
Date & Time of Price Bid Opening	<b>To be notified later.</b>
Name of the contact person for Communication	Administrative Officer, Odisha Water & Sanitation Mission Panchayati Raj and Drinking Water Department Government of Odisha
Contact Number	<b>0674-2395202 between 11.00am to 4.00pm</b>
Address for Communication	<b>Odisha Water &amp; Sanitation Mission, Lane no. 2/II,Kharvela Nagar, Unit –III, 751001</b>

## **Tender Notice**

Sealed tenders are invited from interested firms for “Hiring of Human Resource Service provider for outsourcing of Manpower support to Odisha Water & Sanitation Mission, Panchayati Raj and Drinking Water Department, Government of Odisha”.

Interested bidder has to bid for the “**Data Entry Operator**”.

The outsourcing of services will be for a period of two (2) years from the date of deployment. Further the service may be extended for two (2) years depending upon satisfactory performance of the service provider.

The candidates deployed by the service provider, will not have any type of “Employee - Employer” relationship with either Odisha Water & Sanitation Mission or Panchayati Raj and Drinking Water Department. The service provider is to ensure that no permanent employment will be demanded by the candidate(s) either at Odisha Water & Sanitation Mission or Panchayati Raj and Drinking Water Department during any stage of their engagement or at later stage.

Interested bidders may obtain details of terms & conditions for taking up this assignment by downloading the tender document from Government of Odisha, Panchayati Raj and Drinking Water Department website i.e.. <https://panchayat.odisha.gov.in/>

## Eligibility Criteria for the Interested Firm

The interested firm;

- 1) Must have a valid **PAN**
- 2) May have **GST registration number**
- 3) Registered under **EPF & ESI**
- 4) **Labour registration** certificate
- 5) Should have a registered or at least **one branch office in the State of Odisha.**
- 6) Must have a **minimum average annual turnover** during last three financial years i.e.**2019-2020,2020-2021 & 2021-2022** of **Rs 1 Crore (Rupees One Crore)**. The firm must submit copy of audited balance sheet, Profit & Loss Account with all schedules certified by any Chartered Accountant & acknowledgement of Income tax return as a proof of turnover.
- 7) A self-declaration as per **Annexure III** that the tenderer;
  - ✓ **Not been blacklisted** by any State Government/ / Central Govt. / PSU in India and
  - ✓ will pay the engaged candidate the entitled remuneration
- 8) Must have provided outsourcing of human resource services to at-least one office of the Central Government/State Government/PSU within India during last three financial years i.e.2020-2021, 2021-2022 & 2022-2023. The work order or the service agreement occurred with the client must be produced as a proof of work experience of the firm.

### **Eligibility Criteria for the candidates**

SL	Name of the Post	Qualification	No of posts	Office to attached	Monthly Fee for Personnel
1	Data Entry operator	<ul style="list-style-type: none"><li>• Graduate in any discipline from a recognized university having basic computer knowledge.</li><li>• The candidate must have minimum 50% in +2 and 60% or equivalent grade in graduation.</li></ul>	90 (ninety)	At Sub-divisional level offices of Rural Water Supply & Sanitation Offices & other RWSS offices.	12,690/- (Twelve thousand six hundred ninety)only

**NB:** Additional manpower of 90 personnel may be required in future in the RWSS offices.

### **Tender Submission**

The Bid shall be submitted in three parts, the EMD, Technical Bid & the Price Bid.

1) **Earnest money Deposit (EMD):**

- Bidder has to submit an EMD of Rs 1,00,000/- (Rupees one lakh only) in the form of Demand Draft only, drawn from any nationalized bank in favor of **“Odisha Water & Sanitation Mission”** payable at Bhubaneswar, failing which the Bid will be rejected and Technical Bid will not be opened.
- The EMD should be sealed in one envelope marked as “EMD”.

2) **The Technical Bid:**

- The Technical Bid should be sealed in another envelope marked as “Technical Bid” and must contain the following duly filled in and signed documents.
- “Details of the tenderer” as per format given in **Annexure I**. No alteration / modification in the format shall be permitted.
- Technical details as per the format prescribed at **Annexure II**
- A self-declaration that the tenderer has not been blacklisted by any State Government/ / Central Govt / PSU in India and will pay the engaged candidate the entitled remuneration as per **Annexure III**.
- Copy of audited balance sheet, Profit & Loss Account with all schedules certified by any Chartered Accountant & acknowledgement of Income tax return as a proof of turnover.
- Copy of work orders (executed or ongoing) awarded by any State Government/Central Government/PSU/Educational institutions within last three financial years must be submitted.



3) **The Price Bid:**

- The Price Bid shall be sealed in an envelope marked as “Price Bid” and shall contain the price bid as per **Annexure IV** duly completed in all respects.
- 4) Each envelope should bear the name of bidder, along with the tender number.
- 5) Each page of the tender paper has to signed and stamped by the bidder and to be submitted along with other desired documents of the Technical Bid
- 6) **The three separate envelopes containing EMD, Technical Bid and Price Bid should be sealed in one envelope and should be “addressed as per tender schedule”.**
- 7) Bidder shall submit the sealed envelope addressing to the “**Mission Director**”, **Odihsa Water and Sanitation Mission, Lane no. 2/11, Kharavela Nagar, Unit-III, Bhubaneswar, Odisha, PIN-751001** and send through either **Speed Post/Registered Post/Private Courier** only. **(No submission of the bids by hand will be entertained).**

**General Terms & Conditions of Tender**

**Note:** Bidders must read these conditions carefully and comply strictly while submitting their bids.

- a) The Bidders should note that Prices should not be indicated in the Technical Bid and should be quoted only in the Price Bid. In case the prices are indicated in the Technical Bid, the tender shall stand rejected.
- b) The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.**
- c) Each page of the tender document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.
- d) The bidder or authorized representative (one person only) will be allowed to be present at the time of opening of Technical Bid.
- e) “Price Bid” shall be opened only in those cases, where the offered items have fulfilled the prescribed technical specifications. The decision of the Tender Committee will be final.**
- f) The Tendering Authority reserves the right to terminate the bid process and reject all bids at any time prior to award of contract, without assigning any reason thereof.
- g) The engaged candidate has to work as per the working hours of Govt. of Odisha. The holidays of Govt. of Odisha will be applicable to the candidate(s)

deployed over there. However if the authority orders to work in a holiday or beyond the working hours the deployed candidate has to abide by that order.

- h) After end of each month the service provider will raise the invoice to the Administrative Officer, OWSM and the invoice amount will be paid to the service provider through, PFMS. Payment to the candidate shall be into their respective bank account within 3 days of receipt of the invoice amount by the service provider. **Any discrepancy to pay the engaged candidate the entitled remuneration as above will be viewed as breach of agreement and will be liable for blacklisting.**Bidders are advised to quote reasonable service charges accordingly.
- i) OWSM will issue a LoA (Letter of Award) to the successful bidder and the successful bidder after accepting the LoA will receive a work order. Accepting the LoA will also be treated as a contract between the bidder and the OWSM, no separate agreement will be signed.
- j) The contract with the bidder will remain valid for a period of Two (2) years from the date of issue of work order. However the contract may be extended further two (2) years upon satisfactory performance of the bidder.
- k) EMD of unsuccessful bidders will be returned within 30 days after acceptance of the work order by successful bidder. The EMD of the successful bidder will be returned on submission of the Performance Bank Guarantee.
- l) The Performance Bank Guarantee (PBG) as per Annexure-V will be equal to 5% of the total value of work, prior to placing of "Work Order".
- m) The Performance Bank Guarantee shall be valid for 2 years period from confirmation of order or Letter of Intent.
- n) Payments will be made to the concerned service provider within 15 working days of submission of invoice, based on completion of respective terms & conditions.
- o) Any notice given by one party to the other pursuant to this contract shall be sent in writing.
- p) All the disputes shall be subjected toBhubaneswar jurisdiction only.

## **Evaluation & Award of Contract**

- I. OWSM will examine & determine whether each bid is of acceptable quality, is generally complete & is substantially responsive to the bidding documents.
  - a. A substantially responsive bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material deviations, objections, conditionally or reservation. If a bid is not substantially responsive, it will be rejected.
  - b. In case, any tenders containing any conditions or deviations or reservations about contents of tender document, OWSM may ask for withdrawal of such conditions/deviations/reservations.
  - c. Decision of the tender inviting authority regarding responsiveness or non-responsiveness of a tender shall be final and binding.
  - d. **An estimated service charge for the proposed service has been decided by the Tender Committee (kept in sealed envelope; which will be opened at the time of financial bid opening). If the service charge quoted by the bidder will be below 80% of the estimated service charge, then the bid will be rejected.**
  - e. The lowest quotation received for all the services will be treated as L1 and will be declared as successful bidder.
- II. OWSM will issue LoA (Letter of Award) to the successful bidder by a Registered Letter /Speed Post or by bearer. Duly signed and stamped duplicate copy of LoA has to be returned by the successful bidder within 7 (Seven) working days of receipt of LoA as token of acknowledgement.
- III. Work order will be issued only after receiving the acknowledged LoA from the successful bidder. Candidates have to be sponsored to OWSM within 15 days of issuance of work order.

## ANNEXURE – I

### DETAILS OF THE TENDERER

Sl. No	Particular	
1	Name of the Firm/Agency	
2	Registered office Address & Complete postal address	
3	Telephone Number & E-Mail Id	
4	Name of Authorized Signatory (in block letters)	
5	Contact No. of authorized signatory	
6	Type of Firm (Proprietary/Partnership/Pvt.Ltd./Public Ltd)	
7	Date of Establishment and Experience in business (In number of years)	
8	G.S.T.Registration No.	
9	PAN No.	
10	ESI Registration No	
11	EP.F Registration No	
12	Details of Earnest Money Deposit i.e Draft no, date and bank name.	

\*Tenderer has to provide all relevant documents for the particulars filled in the Technical bid; as a proof.

**Date:**

**Place:**

**Signature & Seal of the Bidder**

## **ANNEXURE – II**

### **TECHNICAL DETAILS**

Details of one contract executed by the Agency during the last three years in the following form;

Sl.	Name & Address of the Client, where outsourcing service provided	Human resource Services already Provided		Contract Value (in RS. Lacs)	Duration of Contract (Date of award of contract)		
		Types of Service	Number of persons deployed		Word Order issued Number & date	Starting Date of Contract	Expiry Date of Contract

Enclose photocopies of the contract/ work order as mentioned in the format above for the ease of scrutiny).

**Date:**

**Place:**

**Signature&Sealofthe Bidder**

**ANNEXURE – III**

**SELF DECLARATION FOR NOT BLACK LISTED AND MAKING FAIR PAYMENT  
TO THE CANDIDATE**

To,

The Administrative Officer,  
Odisha Water and Sanitation Mission,  
Panchayati Raj and Drinking Water Department,  
Government of Odisha

Ref: Tender no. \_\_\_\_\_ dated \_\_\_\_\_/2023

Sir,

I / We.....hereby confirm that our firm has not  
been banned or blacklisted by any Government organization/Financial  
institution/Court /Public sector Unit /Central Government.

I / We.....here by confirm that our firm will pay Rs  
.-----/-- into the bank account of candidates engaged every month incase of  
his / her attendance on all working days.

**Date:**

**Place:**

**Signature&Sealofthe Bidder**

## ANNEXURE- IV

### PRICE SCHEDULE

RATE PER PERSON PER MONTH WITH ALL APPLICABLE STATUTORY DUES									
Sl. No.	HUMAN RESOUCE TYPE	Minimum remuneration*(Rs.)	SHARE OF EMPLOYEE		MONTHLY GROSS CONSOLIDATED REMUNERATION(Rs.)	SHARE OF EMPLOYER ON MINIMUM REMUNERATION		SERVICE CHARGES # )	TOTAL AMOUNT PER PERSON/ MONTH (Rs.)
			EPF@ 12%(Rs.)	ESI@ 0.75% (Rs.)		EPF@ 13%(Rs.)	ESI@ 3.25%(Rs.)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1	Data Entry Operator	11072	1523	95	12690	1650	412		

\* Minimum remuneration of the person is the final amount to be credited in his/her bank account

# an estimated service charge for the proposed service has been decided by the Tender Committee (kept in sealed envelope; which will be opened at the time of financial bid opening). If the service charges quoted by the bidder will be below 80% of the estimated service charge, then the bid will be rejected.

- ❖ In case, there is any change of rate to the statutory dues, the revised rate will be accordingly applicable.
- ❖ Duties and Taxes will be deducted as per the statutory norms.

**Date:**

**Place:**

**Signature&Sealofthe Bidder**

**ANNEXURE- V**

**PERFORMA OF BANK GUARANTEE**

To,

The Governor of Odisha

WHEREAS.....  
(Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated ..... to supply.....  
..... (Description of goods and services) (Herein after called "theContract").

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 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 thereunder 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 the ..... day 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