

AMA GAURAV AMA COLLEGE PARICALANA SANGATHAN

A1 Block, 5th Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar – 751007

Email Id: info@mollegeodisha.in | Phone: 0674 – 2575444

TENDER CALL NOTICE

No. 323/AGACPS/2024

Date: 13-09-2024

Quotation is hereby invited from the registered firms/outsourcing agencies for the deployment of manpower in the Ama Gaurav Ama College Paricalana Sangathan (AGACPS) for a period of one year.

The intending firms/outsourcing agencies may submit quotation along with other supporting documents to the Ama Gaurav Ama College Paricalana Sangathan (AGACPS), Bhubaneswar latest by date 06-10-2024 (5.00PM) through register post/speed post/courier.

The prescribed quotation is available on the website of the Higher Education Department at www.dhe.odisha.gov.in (link:- <https://dhe.odisha.gov.in>).

Sd – CEO, “AGACPS”

SCHEDULE OF RFP

SI No.	Particulars	Details
1	Name of the RFP Inviting Authority	CEO, Ama Gaurav Ama College Parichalana Sangathan (AGACPS)
2	Method of Selection	Highest Combined Technical and Least Cost Selection Method
3	Date of Advertisement	13-09-2024
6	Last date for submission of proposal	06-10-2024
7	Date of Opening of Technical Proposal	07-10-2024 (11.00 AM)
8	Date of Opening of Financial Proposal	07-10-2024 (4.00 AM)
9	RFP Processing Fee (Non-Refundable)	Rs.1,000/-
10	Earnest Money Deposit (EMD) (Refundable)	Rs.60,000/-
11	Name of the Contact Person	Office Manager, AGACPS Contact Number - 9439087827
12	Address for Submission & Opening of Proposals	A1 Block, 5 th Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar - 751007
13	Duration of the service	1 Year w.e.f the issue of Work Order.

In case of any schedule change of date due to any unforeseen event the date shall be shifted to the next working day and the same will be communicated only on the website of the Higher Education Department, Government of Odisha.

No. _____/AGACPS/2024 Date: _____

TENDER CALL NOTICE

Sealed Quotations are invited from the registered firms/outsourcing agencies for deployment of Security Guards, Peons, and Housekeeping to the office of Ama Gaurav Ama College Parichalana Sangathan (AGACPS), Satya Nagar, Toshali Bhawan. The intending firms / outsourcing agencies may submit the quotation along with supporting documents to the office of the Ama Gaurav Ama College Parichalana Sangathan, A-1 Block, 5th floor, Toshali Bhawan, Satya Nagar, Bhubaneswar, Odisha 751007 during office hours i.e. from 10.00 A.M to 6 P.M through registered or speed post or by courier.

DETAILS OF REQUIRED MANPOWER:

SL.NO	MANPOWER CATEGORY	NUMBER	MONTHLY REMUNERATION
1	Security Guard	3	Rs.12,600/-
2	Peon	4	Rs.12,600/-
3	Housekeeping	1	Rs.12,600/-

NB: As per GA&PG Department Letter No.**7982/GAD** dated 07-03-2024, the above rate of remuneration is applicable. The Employer's contribution towards EPF and ESI will be over and above the aforesaid remuneration subject to satisfactory proof of such contribution made.

ELIGIBILITY CRITERIA:

- I. The agency must have successfully undertaken similar nature of work at least 3 different Govt. offices at under State Government, Odisha at Bhubaneswar during the last 5 FY. Similar nature of work means the agency must have deployed the above types of manpower to the State Govt.
- II. The agency ought to have a valid EPF Code, ESI in its name issued by RPFC, Odisha Circle, GST registration certificate, and ESI Registration Certificate issued by the competent Authority.
- III. The agency must have provided similar Manpower Support Services to at least three Government / Semi-Government Public Sector Undertaking clients successfully (uninterrupted/ continuous) for a period of a minimum 3 years during the last 5 financial years. (Self-attested copies of the Service Contracts/Agreements/Work Orders/Completion Certificates/ Performance Certificates from the Employers to be furnished along with the technical proposal).

BID SYSTEM:

The bidding will be of 02 (two) bid systems i.e. Technical Bid in part-I (Annexure-I) and Financial Bid in part-II (Annexure-II). The rate of service charge as per Finance Department letter No.**19595/F** dtd.11-07-2023 will be applicable.

INSTRUCTION FOR SUBMISSION AND OPENING OF BID:

- i. The quotation shall be submitted under two cover system Part-1 i.e. Technical Bid (ANNEXURE-I) and Part-II i.e., Financial Bid (ANNEXURE-II). All the pages of Bid submitted must be signed and sequentially numbered by the Bidder irrespective of the nature of content of documents. The Technical Bid (Part-1) shall include the Bid Security Declaration Form and the tender fee in case of downloaded tenders. The Financial Bid (Part-II) should include formats as specified and are to be self-attested by the bidder. The quotation should be submitted in two separate sealed envelopes super-scribed with technical and financial bid as the case may be and name and address of the quotationer. Both the envelopes i.e. Part-I and Part-II envelopes shall be put in another envelope, which shall be super-scribed with "Quotation for providing manpower to work at Ama Gaurav Ama College Parichalana Sangathan, A1 Block 5th Floor, Toshali Bhawan, Bhubaneswar, along with name and address of the agency and shall bear the address of the CEO at Ama Gaurav Ama College Parichalana Sangathan, A1 Block 5th Floor, Toshali Bhawan, Bhubaneswar. The agency should mention his/her complete postal address and telephone number, fax number, e-mail address, etc. on the bottom left-hand side of the envelope. The agency may submit any other details that he/she may like to furnish.
- ii. The application form of Quotation/Tender containing terms and conditions along with other related information for engagement of manpower for providing Security Guard, Peon, and Housekeeping will be available on the website of Higher Education Department (www.dheodisha.gov.in) from 10.00 A.M onwards on **14-09-2024** till 12.00 P.M. of date **06-10-2024**. The same can be downloaded and used as tender documents for submitting the offer.
- iii. The bidder shall also submit a Demand Draft amounting to Rs.1000/- drawn in favour of CEO, "Ama College" payable at Bhubaneswar towards the cost of tender documents along with the offer. In no circumstances, the amount paid for tender documents will be refundable. The tender form is non-transferable.
- iv. Both the bids (Technical & Financial) completed in all respects and in sealed condition should reach the undersigned either by register post or speed post/courier latest by **06-10-2024** during office hours i.e. from 10.00 AM to 6.00 P.M.
- v. The process of opening of Technical Bid and Financial Bid will be made through physical mode. The Bidders are requested to mention their registered email id, and contact details on the bottom left-hand side of the envelope. Due to unforeseen circumstances, if there occur any change in the scheduled date and time of opening of the bids, the same shall be opened on the next working day at the same time.
- vi. The Technical Bids shall be opened on **07-10-2024 at 11 PM**. The date of opening of the Financial Bids shall be intimated to those firms/outsourcing agencies who shall qualify for the Technical Bid.
- vii. The bidder shall submit copies of their valid Registration Certificate, certificates of registration under Labour (R&A) Act, 1970 & under the Odisha Shops and Commercial Establishment Act, 1956, Goods & Services Tax registration certificate, Permanent Account Number (PAN), appropriate license issued by Home Department, Govt. of Odisha under Private Security Agency (Regulation) Act. 2005 & Rules 2009 and Labour License issued by the competent Authority along with the Technical Bid. The agency should also, submit the experience certificate for at least five years as mentioned in the eligibility criteria.

- viii. AGACPS shall not be liable for any delay in receipt of the Bid. The bids quotation received after due date and time shall not be entertained.
- ix. The firms/outsourcing agencies failing to submit all the specified documents as mentioned above along with the Technical Bid shall be summarily rejected. Corrections in the bid documents, if any, must be attested by the authorized signatory.
- x. Individual signing the bids or other documents connected with the tender must specify whether he signs as a sole proprietor of the concern or constituted attorney of the sole proprietor of the firms/ outsourcing agency duly authorized (proof to be attached).
- xi. No request for withdrawal or modification will be entertained.

EMD/BID SECURITY:

- a) The technical bid must be accompanied with an EMD of Rs.60,000/- (Rupees Sixty Thousand) only as per quotation notice in the shape of Bank Draft drawn in favour of the CEO, "AGACPS" payable at Bhubaneswar. No interest will accrue on the Earnest money
- b) Quotation without prescribed earnest money will be rejected.
- c) The earnest money will be refunded in case the quotation process is cancelled by the CEO, "AGACPS".
- d) The earnest money deposit of successful agency, if awarded with work, will be kept with the CEO, "AGACPS" till the term of the agreement and will be refunded within 30 days from the termination of the contract agreement.
- e) The earnest money deposit of the unsuccessful agencies will be refunded within one month without interest after the execution of the contract agreement with the selected agency.
- f) The EMD will be forfeited if the agency refuses to take up the work at the quoted price.
- g) If any Agency is selected for award of the contract after evaluation of Bid and the firm is exempted for submission of EMD by any law, then Security money equal to the amount of EMD should be furnished by the Agency in shape of Bank Draft for awarding the contract.

EVALUATION CRITERIA:

- a) The minimum qualifying score in technical evaluation shall be of 70 marks out of 100 marks and the financial proposals of the bidders who secure minimum of 70 marks in technical evaluation shall be opened. The format for the technical evaluation is given at **Annexure-A**.
- b) Contract shall be awarded to the bidder whose bid will be determined to be substantially responsive and who has secured the highest combined technical and lowest rate quoted. In case two bidders secure the same highest combined score, the bidder with the highest average annual turnover during the last 5 financial years will be awarded to the contract. In case of further dispute, authority has the power to follow any method, not specified here.

GROUND OF REJECTION:

a) The proposal is liable to be rejected on the following grounds:-

- Proposal submitted without RFP Processing fee and EMD as applicable or valid proof of exemption certificate to that extent.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- Proposal received in incomplete form.
- Proposal received after due date and time.
- Proposal which is not accompanied by all the required documents/ information.
- A Financial proposal submitted with assumptions or conditions.
- Proposals with any pre-condition on technical and financial bids.
- Proposal which is not properly sealed and signed.
- Proposal which is not in terms of the requirements of RFP inviting authorities.
- The firm trying to influence the proposal evaluation process by unlawful/corrupt/ fraudulent means at any point of time during the bid evaluation stage.
- Price quoting in any irrelevant papers, documents, etc. except financial proposal.
- If in case of a firm or any person acting on its behalf indulges in corrupt and fraudulent practices.
- Any other condition/situation which holds the paramount interest of the RFP inviting authority during the overall selection process.
- In case of equal quoting of service charge by the technically qualified firms, their higher average annual turnover value for last three financial years will be the deciding criteria of selection during the financial bid.

b) The CEO, "AGACPS" reserves the right to reject any or all the quotation received without assigning any reason thereof, and the agency shall not be entitled to any costs, charges, or expenses incidental to or connected with the preparation and submission of his quotation documents.

AGREEMENT:

It shall be the responsibility of the successful agency to submit the signed copies of the agreement to the CEO, AGACPS within 7 days of the issue of the letter of intent work order.

SUB-LETTING OF WORK IN WHOLE OR PART:

The firm/outsourcing agency shall not assign the job or any part thereof, any share or interest therein, or money due there under, or sub-let the work/job or a portion thereof, in any manner whatsoever at any cost. The contract is liable to be rejected at the option CEO, "AGACPS" in such case.

GENERAL CONDITIONS:

- a) For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Act in respect of persons deployed. The persons deployed by the service provider shall not any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
- b) The manpower deployed by the Service Provider should not have any adverse Police records/ criminal cases against them.

- c) No personnel deployed by the Agency shall be paid less remuneration than the prescribed rate of remuneration fixed by Govt. prevalent at the time of finalization of the bid.
- d) Statutory dues at the appropriate rate as per rules etc. shall be given to each personnel by the Agency.
- e) The Ama Gaurav Ama College Parichalana Sangathan will make monthly payments to the Agency for the services rendered.
- f) The agency will submit the copy of the last challan in support of the deposit of ESI and EPF in favour of deployed personnel positively along with the monthly bill submitted for payment.
- g) The monthly remuneration should be paid to the personnel deployed by the agency on the 30th/31st day of the month, after receipt of the absent/ present statement without awaiting the payment from the Office of the Ama Gaurav Ama College Parichalana Sangathan, Bhubaneswar.
- h) There will be performance review of the manpower deployed in every month. Also the performance of the agency/service provider in every 6 months. On the basis of performance review, the authority shall request the service-providing agency for alternative manpower for deployment, if required.
- i) The Service Provider shall withdraw such manpower that is not found suitable by this office for any reasons immediately on receipt of such request.
- j) It shall also be obligatory on the part of the agency to deploy qualified personnel for the job (Deployment of manpower with similar type of work is preferable).
- k) The authority reserves the right to withdraw or relax any of the terms and conditions mentioned in this tender notice so as to overcome any problem that may be encountered at a later stage.

DOCUMENTS TO BE SUBMITTED:

- 1. Valid EPF Code.
- 2. ESI Registration Certificate issued by RPFC, Odisha with latest deposit challan copy, either of original or true copy along with the quotation document.
- 3. Firm Registration Certificate.
- 4. Valid Labour License.
- 5. Photocopy of PAN Card along with copies of the acknowledgment of the Annual IT return of the firm for the last 3 (three) financial years.
- 6. GST Registration Certificate issued by the competent authority along with copy of the last return filed in this regard.
- 7. Experience certificate of last 5 (five) years as mentioned in the eligibility criteria.
- 8. An undertaking that the agency will be able to deploy the requisite manpower immediately after execution of the contract.
- 9. A Declaration to the effect that the agency has not been blacklisted by any Govt./Semi-Govt./PSU/Undertaking/ Office/Organisation.
- 10. Supporting documents like govt. Certificate/EPF document etc. showing the total no. of persons engaged so far by the Service Provider must be submitted.

NOTICE AND COMMUNICATION:

The bidder is required to state his/her correct full address in the document including a valid e-mail & Fax number. All notice and communications to the firm/outsourcing agency by AGACPS shall be deemed to have been sent or served to that address.

**AMA GAURAV AMA COLLEGE PARICHALANA SANGATHAN, A1 BLOCK 5TH FLOOR , TOSHALI
BHAWAN, BHUBANESWAR**

PART-I

TECHNICAL BID

1. Name of the Outsourcing Agency/ Firm
2. Detail Address of the
Registered Office &
Branch Office
Phone No. FAX No. E-mail id:
i. Registered Office
ii. Branch Office
3. Details of Previous Experience
Sl. No. /Name of the Organisation /Value of Contract Period
i.
ii.
iii.
4. No. of Personnel of each category of the quotation on the roll:
(Copy of latest deposit attested challan of EPF to been closed)
5. (Copies of income tax return of last three years and attested Xerox copy of own EPF code issued by the RPFC, Govt. of India should be attached).
6. Whether having GST registration Certificate, Registration Certificate, proper Labour License issued by the Competent Authority.
(Xerox copies of the Certificate have to be enclosed)
7. Whether having an ESI Registration certificate.
(Enclose challan copies of the latest deposits)
8. Whether the undertaking to the effect that the Agency shall deploy the requisite security guards, peons, and housekeeping at the office of Ama Gaurav Ama College Parichalana Sangathan office, Bhubaneswar within 7 days of issue of LOI.
9. Whether duly filled Bid Security Declaration Form Attached (Yes/No)
10. Any other documents submitted.

CERTIFICATE TO BE GIVEN BY THE QUOTATIONER:

Certified that the above-mentioned particulars are correct and true to the best of my / our knowledge. In case any statement made above is found not incorrect, my / our quotation may be rejected by competent authority Ama Gaurav Ama College Parichalana Sangathan.

My/Our price is based on the basis of our full understanding about the job. It is to confirm that our offers shall be valid for the entire period of the contract from the date of opening of the qualifying bid.

I/We also authorize the Managing Director, Odisha State Disaster Management Authority to forfeit my earnest money in case I/We fail to execute the job for whatever reason if my/our quotation is accepted.

**SIGNATURE OF THE
QUOTATIONER WITH SEAL**

FORMAT FOR EVALUATION OF TECHNICAL PROPOSAL**Name & Address of the Bidder:**

Sl No.	Criteria	Maximum Marks	Marks Obtained	Remarks
1	Constitution of the Bidder: a) Registered Company: 3 Mark b) Society/ partnership Firm/ Others: 2 Mark	5		
2	Years of Business Experience: a) Between 3 to 5 years: 10 Mark b) Between 5 to 7 years: 15 Mark c) Above 7 years: 20 Marks (To be calculated from the date of incorporation/registration)	20		
3	Market Presence/ Clientele: (last five years i.e 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24) a) Govt.:4 Mark b) Private Sector: 3 Mark	20		
4	Category of employees as per the requirement of office of AGACPS being provided previously to other Govt./ Semi-Govt./ Public sector offices: a) Sl. No.1 (Security Guard)- 5 Mark b) Sl. No.2 (Peon)- 3 Mark c) Sl. No.3 (Housekeeping)- 2 Mark	10		
5	Total no. of persons engaged in different Govt./ Semi- Govt./ Public sector/ Private offices (Last 3 Years) a) Between 200 to 300:10 Mark b) Between 301 to 400:15 Mark c) 401 or Above:20 Mark	20		
6	Annual Turnover: (Last three years i.e 2020-21,2021-22 and 2022-23) a) Above Rs.50.00 Lakh: 10 Mark b) Above Rs.1.00 Crore: 15 Mark c) Above Rs.2.00 Crore: 20 Mark	20		
7	Any certificate of Excellence/ Recognition received from any organisation/ office: a) More than or equal to 3 awards/ recognition: 5 mark b) Less than 3 : 2 Mark	5		
	TOTAL	100		

NB: Supporting documents like Govt. Certificate/ EPF document etc. showing total no. of persons engaged so far by the Service provider must be submitted.

**AMA GAURAV AMA COLLEGE PARICHALANA SANGATHAN, A1 BLOCK 5TH FLOOR, TOSHALI
BHAWAN, BHUBANESWAR**

PART-I

FINANCIAL BID

1. Name of the Agency/ Firm/Organization:
2. PAN No.:
3. GST Registration No.:
4. Wages payable to the Service Provider for Security Guard, Peon, and House Keeping personnel per month with the following break up:

Description	Amount in Rs. Per Month
Basic wages	
EPF	
ESI	
Service Charge	
Total	
GST (as applicable)	
Grand Total	

Place:

Date:

**Signature of the Quotationer
with seal**

FORMAT FOR BID DECLARATION

(On Bidder's Letter head)

To

The CEO, Ama Gaurav Ama College Parichalana Sangathan,

A1 Block 5th Floor, Toshali Bhawan, Bhubaneswar

Dear Sir,

Sub: Your Tender Ref. No._____ Dated_____

I/We. The undersigned declare that:

We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/ We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions because I/We

a) Have withdrawn/modified/amended, impairs, or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Date: ____/____/2024

Authorised Signatory:

Name:

Designation:

Place:

Phone:

Email:

**Signature of the Quotationer
with seal**

DECLARATION

(To be given by the quotationer)

- a) I, _____ Son/Daughter of _____ Proprietor/Partner/Director/ Authorised Signatory of is/ am competent to sign this declaration and execute this tender document.
- b) I have carefully read and understood the all the terms and conditions of the tender and hereby convey my acceptance of the same.
- c) Certified that, the above-mentioned information/particulars/documents furnished along with the above application are authentic and true to the best of my/our knowledge and belief. In case any statement made above is found not incorrect, my / our quotation may be rejected by the Ama Gaurav Ama College Parichalana Sangathan Authority at any stage and would lead towards prosecution under appropriate law.
- d) My/Our price is based on the basis of our full understanding about the job.
- e) It is to confirm that our offers shall be valid for 90 days from the date of opening of the qualifying bid.
- f) I/We also authorize the Ama Gaurav Ama College Parichalana Sangathan Authority to forfeit my earnest money in case I/We fail to execute the job for whatever reason, if my/our quotation is accepted.
- g) Certified that I have not been blacklisted/disqualified/debarred from any Central Govt./ State Govt./Public Sector Undertakings/ Reputed Private Organizations.
- h) I/We also undertake that no employee of Ama Gaurav Ama College Parichalana Sangathan Authority is in any way connected with or directly involved in the management or activities of our agency/firm.

**SIGNATURE OF THE
QUOTATIONER WITH SEAL**

N.B.: The above declaration, duly signed and sealed by the authorised signatory of the agency/ registered outsourcing firm, should be enclosed with Technical Bid.