

ODISHA MODEL TRIBAL EDUCATION SOCIETY (OMTES)
BHUBANESWAR
(SUPPORTED BY GOVT. OF ODISHA)
ST & SC DEVELOPMENT DEPARTMENT

No 315 /OMTES, Bhubaneswar

Dated 31st July 2018

OMTES-49/18

QUOTATION CALL FOR PROVIDING DRIVER

Sealed quotations are hereby invited from Registered HR service Providers for hiring manpower for OMTES- a Registered Society supported by ST& SC Development Department, Govt. of Odisha .

The details regarding the eligibility criteria, terms and conditions and format for submission of quotation may be downloaded from website www.omtes.org .The quotation should reach the office of the OMTES by 16th August 2018 (Till 3 P.M.).The quotation will be opened at 4 P.M. on the same day i.e. on 16.08.18.The undersigned reserves the right to reject any or all the quotations without assigning any reason thereof.

By Order of Secretary, OMTES.


Deputy Secretary, OMTES

Memo No. 316 /OMTES, Dt. 31.07.18

Copy to the Director, I & PR Deptt., Odisha, Bhubaneswar for favour of information and necessary action. He is requested to publish the same in two (02) nos of daily Odia News paper.


Deputy Secretary, OMTES

QUOTATION FOR SELECTION OF HR SERVICE PROVIDER TO PROVIDE DRIVER FOR OMTES

1. Sealed quotations are invited from eligible registered HR service provider having adequate experience in providing personnel for driver on an outsource basis.
2. The quotation will be in two parts i.e. Technical Bid (Cover –A) and Financial Bid (Cover –B).The bidders should give their technical and financial bid separately in two separate envelops and the same should be put into another cover envelop superscribed as **“Quotation for providing Driver on an outsource basis”**. The technical & financial bid envelops should be clearly marked as **Technical Bid & Financial Bid** on top of the relevant envelops and the name of the bidder at the left bottom side of the envelops. All the envelops (Inner & Cover envelops) should be addressed to -:

The Secretary,ODISHA MODEL TRIBAL EDUCATION SOCIETY (OMTES)

At- Adivasi Exhibition Ground, Unit-1, Bhubaneswar,

Tel No.-0674-2598220

3. The bidders shall furnish an EMD of Rs.3,000/- in the shape of a demand draft from any Nationalised / Schedule Bank payable at Bhubaneswar in favour of the Secretary ODISHA MODEL TRIBAL EDUCATION SOCIETY (OMTES) Bhubaneswar.The EMD should be put in the Technical bid (Cover A) envelop.
4. The bidder who qualify technically, their financial proposal shall only be opened.
5. Last Date of submission of quotation is 16.08.2018, 3 P.M
6. Date of opening of quotation is 16.08.2018, 4 P.M

Eligibility Criteria:

The HR service Provider

1. Should be in the business for at least 2 years in outsourcing & providing Driver for office work. It should have executed similar work orders/ contracts for outsourcing & providing driver to Government Department/ Government Offices / PSUs/ Autonomous Institution/ Banks.
2. Should have a registered office or one of the branch offices in Bhubaneswar.

3. Should not have been blacklisted by any Organisation .
4. Must have registered with appropriate registration authority.
5. Must have labour registration certificate.
6. Must be registered under EPF.
7. Must have Annual turnover of \geq Rs5.00 lakhs in each year of last three preceding financial years.
8. Must be registered under ESI.
9. Must have a PAN
10. Must have Service tax registration Certificate
11. Must submit the EMD of Rs.3,000 /- in the shape of demand draft from a nationalized Schedule Bank.

DETAILS OF HR POSITION, JOB RESPONSIBILITY, REMUNERATION

Sl. No	Position	No. of Post	Minimum Age & Qualification	Other	Monthly Remuneration (Rs.)	Job Description
1	Driver	1	21 years above & Class -VIII with valid light vehicle driving license	Minimum 3 years driving experience	7200/- per month	<ul style="list-style-type: none"> • Report to the competent authority or any other officer authorised by Secretary, OMTES for duty • Take care of Govt vehicle/ Hire vehicle • Drive the vehicle as per rule and regulation and carry out maintenance of motor vehicle of Govt of Odisha • Maintain the log book of the vehicle on daily basis

TERMS & CONDITIONS

GENERAL

1. The Authority of OMTES will award the Contract to the successful bidder based on the lowest rates quoted in the Financial Bid.
2. Service agreement shall commence from the date of signing of the contract and shall continue till **one year** from the date of signing of the contract unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract, etc., or change in requirements.
3. The service agreement may be extended further by the mutual consent of the Manpower Service Provider and OMTES.
4. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the quotation or at subsequent stage. In case, any of such documents furnished by the Service Provider is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
5. The Authority reserves the right to terminate the Agreement during initial period after giving 15 days notice to the HR Service Provider if the service is found to be unsatisfactory.
6. The persons deployed shall be required to report for work at 10 A.M. in the office of the OMTES and would leave at 5 P.M. and may also be required to work beyond 5 P.M. for which they would not be paid any extra remuneration. 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.
7. The person deployed may be called on holidays to attend duty, if required.
8. The HR Service Provider shall nominate a Co-ordinator who shall be responsible for immediate interaction with the authority so that optimal services of the person deployed could be availed without any disruption.
9. It will be the responsibility of the HR Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the office concerned.
10. The HR Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to the manpower deployed at OMTES, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed persons are not attended by the HR Service Provider the deployed person can place his grievances before a Joint Committee consisting of a representative of OMTES, and an authorized representative of the HR Service Provider.
11. The OMTES shall not be responsible for any financial loss or any injury to any person deployed by the HR Service Provider in the course of performing the functions/duties, or for payment towards any compensation.

12. In case of termination of this Agreement on its expiry or otherwise, the person deployed by the HR Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
13. 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 Undertaking from the person deployed to this effect shall be required to be submitted by the HR Service Provider.
14. The HR Service Provider shall provide a substitute well in advance if 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 HR Service Provider. The HR Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
15. The person deployed by HR Service Provider should have good police records and no criminal case should be pending against them.
16. The person deployed should be polite, cordial and efficient while handling the assigned work and his action should promote good will and enhance the image of the OMTES. The Hr Service Provider shall be responsible for any act of indiscipline on the part of the person deployed.

LEGAL

1. The person deployed shall, during the course of his work be privy to certain qualified documents and information which he is 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 HR Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
2. The HR Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to person deployed by it in Office concerned. OMTES shall have no liability in this regard.
3. The HR Service Provider shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered by it to OMTES , as per the rules and regulations in the matter. Attested photocopies of such documents shall be furnished to the OMTES for record.
4. The HR Service Provider shall maintain all statutory register under the law and shall produce the same, on demand, to the authority of OMTES or any other authority under law.

5. The Tax deduction at Source (T.D.S) shall be done as per the provisions of income Tax Act/Rules, as amended, from time to time and a certificate to this effect shall be provided.
6. In case, the HR Service Provider fails to comply with any liability under appropriate law, and as a result thereof, OMTES is put to ~~any~~ loss / obligation, monetary or otherwise, OMTES or the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the HR Service Provider, to the extent of the loss or obligation in monetary terms.
7. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed person and non-payment of statutory dues. OMTES will have no liability towards non-payment of remuneration to the person employed by the HR Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the assets/ documents in the office premises by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit

FINANCIAL

1. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest in the form of Demand Draft drawn in favour of Secretary, OMTES, Bhubaneswar from any of the nationalized/ scheduled bank payable at Bhubaneswar failing which the quotation shall be rejected outrightly.
2. The Earnest Money Deposit in respect of the HR Service Provider 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 quotationer, if the HR Service Provider fails to deploy the required manpower against the initial requirement within 15 days from date of award of contract, the EMD shall stand forfeited without giving any further notice.
3. The successful bidder will have to deposit a performance security amount of Rs. 5,000/- (Rupees Five thousand) only in the form of Demand Draft in favour of Secretary, OMTES covering the period of contract or the extension thereof if any.
4. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the HR Service Provider shall be liable to be forfeited besides annulment of the Agreement.

5. The HR Service Provider shall raise the bill, in triplicate, along with attendance sheet duly certified by the authorized person of OMTES in respect of the person deployed and submit the same to the Secretary OMTES in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month. However, the HR Service Provider has to release the monthly salary of the person deployed within next 7 days.
6. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax, etc. should be necessarily accompanied with documentary proof (Challan) pertaining to the bill of the preceding 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 OMTES.
7. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
8. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation.
9. All legal disputes arising under this contract between the parties will be subjected to resolve under jurisdiction of Bhubaneswar only.
10. The successful bidder will enter into an agreement with OMTES for supply of suitable and qualified manpower as per requirement of this office.

QUOTATION FORM
COVER -A (TECHNICAL BID)

1	Name of the HR Service Provider	
2	Office Address of the HR Service Provider Telephone No. Fax No. E-mail ID	
3	Name of authorized signatory (in block letters)	
4	Specimen signature of authorized signatory	
5	Telephone number of authorized signatory of the HR Service Provider	
6	Demand Draft number, Name of Bank & date of the EMD of Rs. 3,000/- submitted by the HR Service Provider	
7	Registration no. of the Firm/Company	(also furnish photocopy of Firm/Company registration certificate)
8	Registration Certificate (Labour No.	(also furnish photocopy of labour registration certificate)
9	Service Tax Registration No.	(also furnished photocopy of Service Tax Regd.)
10	PAN No.(furnish photo copy of PAN)	(also furnish photocopy of Service Tax Regd.)
11	P.F. Registration No.	(also furnish photocopy of P.F. regd. Certificate
12	E.S.I. Registration No.	(also furnish photocopy of E.S.I. regd. Certificate
13	Audited profit & loss Account indicating turnover duly signed by the chartered accountant submitted for last 3 financial years.	2014-15 : 2015-16 : 2016-17 : (also attached photocopies of the audited P/L account indicating turnover)
15	<p>The organization have to submit the affidavit (On original stamp paper of relevant value) with the following clauses :</p> <p>01. Our organization has not been blacklisted by any Government organization</p> <p>02. Our organization doesn't have any legal</p>	

	<p>suit/criminal case pending against it for violation of PF/ESI or any other law.</p> <p>03. Our organization agrees to abide by all terms & conditions of quotation.</p> <p>04. The price quoted by our organization is inclusive of minimum take home pay and service charges but exclusive of all statutory taxes & duties.</p>	
16	Whether have any track record of contract termination of the previous assignments for providing personnel to Govt. organisation, (Yes/No)	
17	Whether all documents submitted signed by the authorized signatory of the firm/agency(Yes/No)	

18. Details of major similar contracts executed by the HR service provider during the last three years in the following format. (Attach separate sheets if space provided is not sufficient) : (also enclose photocopy of the some of the major contract/work order)

Sl No.	Name of the Client and address for communication	Manpower Services Provided		Amount of contract (Rs. Laacs)	Duration of contract	
		Types of manpower provided	No.		From	To

DECLARATION

I/we hereby certified that the terms and conditions given with the quotation have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my/our knowledge. I/we understand that in case of any deviation in the above statement at any stage, the firm/agency will be blacklisted by your office and will not have any dealing with your office in future.

Place

(Signature and seal of the authorized signatory)

Date

QUOTATION FORM
COVER B (Financial Bid)

Name of the HR Service Provider :

Unit Rate/Value must be quoted below exclusive of any taxes and duties. The Financial Bid will be evaluated as per Total Value of the bid exclusive of taxes & duties.

Position	No. of Posts	Monthly Remuneration per person	Value of service charge per position/per month(in INR)	Total Service Charges per month for all positions
A	B	C	D	E=(B x D)
Driver	01	7,200/-		
TOTAL	01			

*Service charge should not be quoted as NIL.

Date

Signature of the Authorized Person

Place

Full Name

Seal