

Uma Charan Patnaik Engineering School, Berhampur  
Under Director of Technical Education & Training, Odisha  
&  
Skill Development and Technical Education & Training Department  
Government of Odisha  
Phone/Fax-0680-2291826 Web: www.ucpes.in

TENDER DOCUMENT

For providing Services of  
Sweeper, Gardener (Mali) and Watchman  
To the Uma Charan Patnaik Engineering School, Berhampur  
by a Private Manpower Service Provider

- (a) Period of issue of Tender document : 26.5.2016 to 20.6.2016- 4.00 PM
- (b) Date and time for submission of Tender : 26.5.2016 to 20.6.2016- 4.00 PM  
Document.
- (c) Date and time for opening of
- (i) Technical Bids 21.6.2016- 10.30AM
- (ii) Financial Bids of eligible Bidders : 21.6.2016- 12.30 PM
- (d) Likely date for commencement of : 1<sup>st</sup> JULY 2016  
deployment of required manpower

*24/5/16*

*24/5/16*

CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of contents	Page Number
1	Scope of work and general instructions for service bidders	3 & 4
2	Technical specifications for the service provider and the manpower to be deployed in U.C.P.E.S. by the service provider	5-7
3	Tender Application- Technical Bid	8
4	Tender Application- Financial Bid	9
5	Terms and Conditions	10-12
6	Chronological order for arrangement of documents	13

*Handwritten signature*  
21/11/16

*Handwritten signature*  
25/10/16

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. U. C. P. Engineering School, Berhampur requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of Sweeper, Gardener (Mali) and Watchman on contract basis for day to day official/academic/student welfare work.
2. The contract for providing the aforesaid manpower is likely to commence from 01.7.2016 and would continue till 30.6.2017. The period of the contract may be further extended beyond 30.6.2017 provided the requirement of the U. C. P. Engineering School, Berhampur for manpower persists at that time or may be curtailed/ terminated before 30.6.2017 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the U. C. P. Engineering School, Berhampur requirements. The U. C. P. Engineering School, Berhampur, however, reserves the right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. U. C. P. Engineering School, Berhampur has tentative requirement of the followings man power. The requirements may increase/decrease in any/all the categories.

Sl. No	Requirement of manpower	Quantity	Remarks
1	Sweeper	1 No	Male/Female
2	Gardener(Mali)	1 No	Male
3	Watchman	10 No	Male/Female

4. The estimated cost of the contract is Rs. 8.00 Lakhs per annum.
5. The interested Manpower Service Providers may submit the tender document complete in all respects along with Processing Fee of Rs 500/- (non refundable) and Earnest Money Deposit (EMD) of Rs.2,000/- and other requisite documents by 20.6.2016(date) up to 4.00 PM at U. C. P. Engineering School, Berhampur
6. The various crucial dates relating to "Tender for Providing Manpower Services to the Principal, U. C. P. Engineering School, Berhampur" are cited as under.
  - (a) Period of issue of Tender Document : 26.5.2016 to 20.6.2016- 4.00 PM
  - (b) Date and time for submission of Tender Document : 26.5.2016 to 20.6.2016- 4.00 PM
    - (i) Date and time for opening of
    - (ii) Technical Bid : 21.6.2016- 10.30 AM
    - (iii) Financial Bids of eligible Tenders and selection : 21.6.2016- 12.30 PM
  - (c) Likely date for commencement of Deployment of required manpower : 1<sup>st</sup> July 2016
7. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for Providing Manpower Services to U. C. P. Engineering School, Berhampur" and "Financial Bid for Providing Manpower Services to U. C. P. Engineering School, Berhampur." Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Providing Manpower Services to U. C. P. Engineering School, Berhampur."
8. The Earnest Money Deposit (EMD) of Rs.2000/- (Rupees Two thousand only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft drawn in favour of **Principal, U. C. P. Engineering School, in any Nationalised Bank in Berhampur** failing which the tender shall be rejected summarily.

21/5/16

3

25/5/16



9. The successful tenderer will have to deposit a Performance Security Deposit of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft from any Nationalized Bank drawn in favour of Principal, U. C. P. Engineering School, Berhampur covering the period of contract. The tendering Manpower Service providers are required to enclose photocopies of the following documents (dully attested by Group "A" Gazetted Officers of the State Governments/Central Government), along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further :
- Registration certificate of the applicant organization ;
  - Copy of PAN card of firm;
  - Copy of the IT return filed for the last three financial years;
  - Copies of EPF and ESI certificates;
  - Copy of the Service Tax registration certificate;
  - Certified extracts of the Bank Account containing transactions during last three years.
  - Certificate from Home Department of Government of Odisha
10. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
11. All entries in the tender form should 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 cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
12. The Technical bids shall be opened on the scheduled date and time, in the office room of Principal, U. C. P. Engineering School, Berhampur, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
13. The Financial Bid of only those tenderers will be opened whose Technical bids are found in order. The Financial bids shall be opened at the scheduled date and time in the office room of the Principal, U. C. P. Engineering School, Berhampur, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
14. The Competent Authority of the U. C. P. Engineering School, Berhampur reserves the right to accept or reject all bids without assigning any reason.

*mis*  
25/5/16

*25/5/16*  
4

