

# DISTRICT EXCISE OFFICE : BALASORE

No. 32601 Ex. Dtd. 28-12-2019  
TENDER - CALL - NOTICE

Sealed tenders are invited from reputed, well established, financially sound registered Service Providers to provide services of 01 (One) no of Data Entry Operator for a period of 01 year from the date of actual engagement in terms of Finance Department Circular No. 49134/F. dtd. 29-11-2010, No. 28090/F. dtd. 22-09-2017 & No.11835/F. dtd. 31-03-2018 for day-to-day official work of the Office of the District Excise Office, Balasore with the following terms and conditions.

1. The period of the contract may be further extended beyond one year provided the requirement of the office for manpower persists at that time or may be curtailed / terminated before completion of one year owing to deficiency in service or sub-standard quality of Manpower deployed by the selected service provider or because of change in the office requirement. The Department however reserves the right to terminate this contract at any time after giving 01 month notice to the selected service provider.
2. The office has requirement of 01 (One) Data Entry Operator.
3. The interested Authorized Service Providers may submit the tender in at respect up to 5.30 PM on dt. 14-01-2020 in the Office of the District Excise Office, Balasore in a sealed envelope superscribing "Engagement of Data Entry Operator in the District Excise Office, Balasore through "Service Provider" through Registered Post / Speed Post / Courier Service and the same will be opened on 11.30 AM on dt. 15-01-2020
4. The Manpower Service are required to enclose Photocopies the following documents (Self - attested) along with the bid.
  - a) Registration Certificate of the applicant organization.
  - b) Copy of the PAN Card.
  - c) Copy of the IT return filed for last 3 financial years.
  - d) Copies of EPF & ESI Registration Certificate.
  - e) Copy of GST certificate.
  - f) Certificate extract of the Bank Account containing transactions during last 3 years.
5. All the entries in the Tender should be legible and filed 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 in permitted. However, the cutting if any must be initialed by the person authorized to sign in the Tender.
6. The District Excise Office, Balasore reserved the right to cancel all the tenders without assigning any reasons thereof.

N.B:-For details, Pease visit to [baleswar.nic.in](http://baleswar.nic.in) (Tender).

  
COLLECTOR, BALASORE  
Collector, Balasore

**DISTRICT EXCISE OFFICE : BALASORE**

**ADVERTISEMENT FOR**

**“OUTSOURCING OF DATA ENTRY OPERATOR”**

**AT**

**DISTRICT EXCISE OFFICE : BALASORE**

**TENDER DOCUMENT NO.**

**DATED :**

**Issued by :**

**COLLECTOR, BALASORE**

## TABLE OF CONTENTS

<b>Section</b>	<b>Description</b>	<b>Page No</b>
<b>1</b>	Schedule to Tender	<b>03</b>
<b>2</b>	Tender Notice	<b>04</b>
<b>3</b>	Eligibility Criteria	<b>05</b>
<b>4</b>	Required Qualifications for the Data Entry Operator	<b>06</b>
<b>5</b>	General terms and conditions of the tender.	<b>07</b>
<b>6</b>	Evaluation of proposals & Award of contract.	<b>08</b>
<b>7</b>	Tender Submission.	<b>09</b>
<b>8</b>	<b>ANNEXURE</b>	
	<b>I.</b> Details of the tenderer	<b>10</b>
	<b>II.</b> Self declaration for not black listed	<b>11</b>
	<b>III.</b> Technical Details	<b>12</b>
	<b>IV.</b> Price schedule	<b>13</b>

## SCHEDULE OF TENDER

Tender No.	:	No. / Dtd.
Name of the tender issue	:	Superintendent of Excise, Balasore
Scope of Work	:	“Outsourcing of Data Entry Operator”
Cost / fee of Tender Documents	:	Rs. 2,000/- (In shape of D.D.)
Earnest Money Deposit (EMD) (Two Different EMDs to be submitted if one bidder is applying for both parts of the tender).	:	Rs. 5,000/- (In shape of DD) this will be refunded to all unsuccessful bidders.
Performance Bank Guarantee (PBG)	:	10% of the final value of work order placed to the successful service provided.
Date of issue of tender document	:	
Date & Time of Pre Bid Clarification meeting	:	
Last Date & Time of Submission of Bids	:	
Date & Time of Opening of Technical Bids	:	
Date & Time of Price Bid Opening.	:	Will be intimated later to the bidders who successfully qualified in the Technical bid.
Name of the contact person for Communication.	:	Sri Bebekananda Nayak, Superintendent of Excise, Balasore
Contact Number of the concern person.	:	9337833990
Address for Communication	:	Superintendent of Excise, Balasore At- Near Collector ate, Balasore P.O. – Kacheri Balasore P.S.- Sahadevkhunta, District – Balasore State – Odisha Pin -756001.

## **TENDER NOTICE**

**S**ealed tenders are invited from interested firms for “Outsourcing of Data Entry Operator to the [District Excise Office, Balasore] for a period of one year from the date of engagement. Further the engagement maybe extended maximum up to the end as per instruction Excise Directorate, Odisha, Cuttack. Whichever is earlier, upon satisfactory performance of the candidate during first year of engagement.

**T**his District Excise Office, Balasore will not have any type of “Employer – Employee” relationship with the human resources provided by the outsourcing firm. The service provider needs to make sure that no permanent employment will be demanded by the candidate (s) either to the Office or to the any of the State Government Departments during any state of their engagement or at later stage.

**I**nterested bidders may obtain details terms & conditions for taking up this assignment by downloading the tender document from the [baleswar.nic.in](http://baleswar.nic.in) (Tender) or by visiting the Office of the Superintendent of Excise, Balasore.

## **ELIGIBILITY CRITERIA OF THE INTERESTED FIRM**

### **The interested firm :-**

<b>1)</b>	Must have a valid PAN.
<b>2)</b>	May have GST registration number (if applicable).
<b>3)</b>	May be registered under EPF & ESI (if applicable).
<b>4)</b>	May have labour registration certificate (if applicable).
<b>5)</b>	Should have a registered or at least one of the branch offices in the State of Odisha.
<b>6)</b>	Must have a minimum average annual turnover during last three financial years of Rs. 5 Lakhs (Rupees Five Lakhs) Only. The firm must submit copy of audited balance sheet, Profit & Loss Account with all scheduled certified by any Chartered Accountant & acknowledgement of Income tax return as a proof of-turnover.
<b>7)</b>	Should not have been blacklisted by any State Government / Central Govt. / PSU in India. A self – declaration is required as per Annexure – III.
<b>8)</b>	Must have already provided outsourcing of human resource services to any of the Central Government / State Government / PUS / Educational Institutions with in India during last three financial years. The work order or the service agreement occurred with the client must be produced as a proof of work experience of the firm.

## **REQUIRED QUALIFICATIONS**

### **FOR “DATA ENTRY OPERATOR” (D.E.O) :-**

- 1) He / She should be above 21 years of age and not exceeding 40 years.
- 2) Minimum educational qualification : Degree and Diploma in Computer Application.
- 3) He / She has to be well familiar with Computer operation and essentially well trained in MS-OFFICE and Internet.
- 4) Candidates having prior work experience as Data Entry Operator (D.E.O) will be given preference.
- 5) The monthly remuneration includes employee’s share of EPF & ESI but excludes employer’s share of EPF & ESI.
- 6) Knowledge of English both written and spoken along with sound communication skills in Odia language in essential.

## **GENERAL TERMS AND CONDITIONS OF THE BID**

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

- a)** Prospective Bidders are requested to remain updated for any notices / amendments / clarifications etc to the Tender Document through the baleswar.nic.in (Tender) or Notice board of the Superintendent of Excise, Balasore. Separate notifications may not be necessary issued for such notices / amendments / clarifications etc in the print media or individually.
- b)** 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.
- c)** 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.
- d)** 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.
- e)** The bidder of this authorized representative (One person only) will be allowed to be present at the time of pre bid meeting and at the time of opening of Technical Bid.
- f)** "Price Bid" shall be opened only in those cases, where the offered items have fulfilled the prescribed technical specifications. The decision of the purchase Committee will be final.
- g)** 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.
- h)** The Office will issue LoA (Latter of Award) to the successful bidder and the successful bidder after accepting the LoA will receive a work order by Office. Accepting the LoA will also be treated as a contract between the bidder and the Office, so separate agreement need not be signed.
- i)** 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 upon satisfactory performance of the bidder during initial two years of service.
- j)** All payments will be made within 30 working days of submission of invoice, based on completion of respective terms & conditions.
- k)** Any notice given by one party to the other pursuant to this contract shall be sent in writing.
- l)** All the disputes shall be subjected to the jurisdiction of (District Court name).

## **EVALUATION & AWARD OF CONTRACT**

- I.** Office committee 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 specification 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 of tenders containing any conditions or deviations or reservations about contents of tender document, Office may ask for withdrawal of such conditions / deviations / reservations. If the bidder does not withdraw such conditions / deviations / reservations, the tender shall be treated as non-responsive.
- II.** Superintendent of Excise, Balasore will issue LoA (Letter of Award) to the successful bidder by a Registered Letter / Speed Post or per 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 / Notice of award will be issued by the Office only after receiving the acknowledged LoA from the successful bidder.

## **TENDER SUBMISSION**

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

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

- a) Bidder has to submit an EMD of Rs. 5,000/- (Rupees Five thousand) only in the form of Demand Draft only drawn from any nationalized Bank in favour of "Superintendent of Excise, Balasore", payable at - Balasore.
- b) The EMD should be sealed in one envelop market as "EMD".
- c) Two different EMDs need to be submitted if one bidder is applying for both parts of the tender.

**2) The Technical Bid :-**

- a) The Technical Bid should be sealed in another envelope marked as "Technical Bid". (The bidder needs to mention whether applying for Part A or Part B or both A & B parts of the tenders).
- b) The bidder should fill-up the format given in Annexure - I. No alteration modification in the format shall be permitted.
- c) Details of the tenderer as per Annexure - II, duly filled in, signed and complete in all respects.
- d) A self-declaration that the tenderer has not been blacklisted by any State Government / Central Govt. / PSU in India as per Annexure - IV.
- e) 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.
- f) 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.
- g) All pages of the tender document must be submitted along with the technical bid with sign & seal of the service provider.

**3) The Price Bid:-**

- a) The Price Bid shall be sealed in an envelope marked as "Price Bid" and shall contain the price bid as per Annexure - III (A) & III (B) duly completed in all respects. (The bidder needs to mention whether applying for Part - A or Part - B or both A & B parts of the tender).
- 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 n one envelope and should be addressed as per tender schedule.
  - 7) Bidder shall submit the sealed envelope addressing to the Superintendent of Excise, Balasore of the Office and send it through either Speed Post / Registered Post / Private Courier only (No by hand submission of the bids will be entertained). However the Office authorities shall not be held responsible for postal delays in receipt of the bids.

**DETAILS OF THE TENDERER**

- 1) Name of the Registered Service Provider. :
- 2) Registered Office Address & Complete Postal Address. :
- 3) Telephone Number. :
- 4) E- Mail ID. :
- 5) Name of the Authorized Signatory. (In block letters). :
- 6) Contact No of authorized signatory. :
- 7) Type of Service Provider (Proprietary / Partnership / Pvt. Ltd. / Public Ltd.) : Tenderer has to provide relevant documents (with the technical bid) as a proof of firm type.
- 8) Date of Establishment. (Attach attested copy). :
- 9) G.S.T. Registration No. (Attach attested copy). :
- 10) PAN No. (Attach attested copy). :
- 11) ESI Registration No. (Attach attested copy). :
- 12) E.P.F. Registration No. (Attach attested copy). :
- 13) Details of Earnest Money Deposit (EMD) : i.e. Draft NO. Date and Bank name. :
- 14) Banker of the Service Provider (Attach certified copy of statement of Account for the last three years). :
- 15) Financial turnover the tendering Service Provider for the last 3 financial years.

Financial Year	Amount (In Rs. Lacs)	Remarks, if any

16) Additional information, if any :

(Attach separate sheet if space provided is Insufficient)

**ANNEXURE - II**

**SELF DECLARATION FOR NOT BLACK LISTED**

To,

The Superintendent of Excise,  
Balasore

Ref:- Tender No. Dated.

Madam / Sir,

I / We \_\_\_\_\_

\_\_\_\_\_ here by confirm that  
our firm has not been banned or blacklisted by any Government organization /  
Financial institution / Court / Public Sector Unit / Central Government.

**Date :**

**Place :**

**Signature & Seal of the Bidder**

**ANNEXURE - III**

**TECHNICAL DETAILS**

Details of major similar contacts executed by the Agency during the last three years in the following form:

Sl. No.	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
1	2	3	4	5	6	7	8

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

**Date :**

**Place :**

**Signature & Seal of the Bidder**

**ANNEXURE - IV**

**PRICE SCHEDULE**

**(Rate per person per Month inclusive of all statutory liabilities)**

Sl No	Manpower Type	Monthly Rate per Person (Rs.)						Total Amount per person / Month
		*Monthly Consolidated Remuneration (In Rs.)	# EPF (Employer's Share)	# ESI (Employer's Share)	Other Statutory dues, if any	** Service Charge of the bidder	GST @ 18%	
1	2	3	4	5	6	7	8	9
1	Data Entry Operator	8,880/-						

**NOTE :-**

- a) \*Monthly consolidated remuneration includes employee's share of EPF & ESI.
- b) \*\* The bidder is required to quote the price (Service Charge), which is reasonable and commercially feasible.
- c) # The % of employer's contribution towards EPF & ESI will be as per the existing guidelines of Government of India.
- d) If ESI / EPF / GST is not applicable for a firm, then the firm may skip column no. 4, 5 & 8. However in this circumstance the firm cannot deduct any amount from the monthly consolidated remuneration.
- e) The payment shall be made on conclusion of the calendar month only.

**Date :**

**Place :**

**Signature & Seal of the Bidder**