



BALASORE MUNICIPALITY

-: Detailed Notice Inviting Tender:-

Name of the Work: PROVIDING OF SECURITY PERSONNEL AND DATA ENTRY OPERATOR TO BALASORE MUNICIPALITY OFFICE.

Cost of DTCN: Rs.2,000.00

Last Date of Sale/
Download of DTCN: Upto 03:00 PM of Dt:15.11.2021

Last date of Receipt of Tender: Upto 04:30 PM of Dt:15.11.2021

Date for Opening of Technical Bid: 05:00 PM Onwards of Dt.15.11.2021

Date for Opening of Financial Bid: 03:00 PM Onwards of Dt.16.11.2021

- 1- Cost of DTCN in shape of Bank Draft/ Bankers Cheque.
- 2- Requisite EMD of **Rs.30,000.00** in shape of Bank Draft/ Bankers Cheque.
- 3- Private Security Agency License Obtained from Home Department under Act-2005.
- 4- Attested photo copy of PAN Card.
- 5- Attested photo copy of ITVR/IT return for last three (03) years at least.
- 6- Attested photo copy of EPF & ESI registration Certificate.
- 7- Attested photo copy of GST registration Certificate.
- 8- Attested photo copy of Labour License.
- 9- Attested photo copy of Balance Sheet of financial years (2018-2019 to 2020-2021)
- 10- Other documents according to the Detailed Tender Call Notice should be Self attested accompanied/ attached with tender.

**Executive Officer,
Balasore Municipality, Bls**

Seal & Signature of the bidder



OFFICE OF THE
MUNICIPAL COUNCIL, BALASORE.
BALASORE, (ODISHA), PIN-756003
Tel. No. 06782-251267(O), FAX No. 06782-251222
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Notice Inviting Quotation Call Notice No. 7815 Dt. 02/11/2021

The Executive Officer, Balasore Municipality on behalf of Balasore Municipal Council invites sealed quotation from intending reputed, well experienced and financially sound Company/ Firms/Agencies for **PROVIDING OF SECURITY PERSONNEL AND DATA ENTRY OPERATOR TO BALASORE MUNICIPALITY OFFICE.**

SL. NO	DESCRIPTION	COST OF TENDER PAPER	E.M.D	PERIOD OF PROVIDING SERVICE
01		Rs.2,000.00	Rs.30,000.00	01 YEAR

The Bid document along with terms & conditions and other necessary documents can be down loaded from the site of Official website of Balasore District: <http://www.baleswar.nic.in> w.e.f Dt. 03.11.2021 to dt. 15.11.2021 up to 03:00 P.M)

The downloading of the quotation shall start from Dt. 03.11.2021 & close on Dt.15.11.2021 at 03:00PM. The quotation shall be received in the Office of the Executive Officer, Balasore Municipality through Regd. Post/Speed Post only & that to be addressed to the "Office of Executive Officer, Balasore Municipality" on or before Dt.15.11.2021 at 04:30PM. The authority will not be held responsible for the postal delay. RFP should not be put under receive if it reaches after schedule date & time. This Bid consists of 02 (two) conditional parts. Part-I belongs to (Technical) which will be opened on Dt.15.11.2021 at 05:00 PM Onwards in the Office of the Undersigned located as Balasore Municipality Office, Golapkhari Chhak, Balasore in presence of the bidder or their authorised representatives. Part-II belongs to financial bid which will be on Dt.16.11.2021 at 03:00 PM Onwards at the same venue for the bidders those who qualified in the Part-I (Technical Bid) in presence of the bidder or their authorised representatives.

This detailed QCN is not an offer and is issued without any commitment. The authority of Balasore Municipality reserves the right to amend or withdraw any of the terms & conditions contained in the QCN documents at any stage. The authority of Balasore Municipality also reserves the right to reject any or all bidder/RPF at any stage without assigning any reason or any sort of paper/telephonic intimation thereof. The decision of the authority of Balasore Municipality in this regard shall be final & binding on all.


Executive Officer,
Balasore Municipality, Bls



OFFICE OF THE
MUNICIPAL COUNCIL, BALASORE.
BALASORE, (ODISHA), PIN-756003

01. INTRODUCTION:

Balasore Municipality is looking for reputed, well experienced and financially sound Companies/ Firms/Agencies for providing Data Entry Operator for different Official work and Security personnel to strict vigilance/guard for different properties of the Office of Municipal Council, Balasore on 24 hours X 07 days basis.

02. PARTICULARS OF THE TENDER:

(A) DETAIL OF PRINCIPAL AUTHORITY:

The Executive Officer, Balasore Municipality, Balasore.
At: Golapokhari Chhak, P.O-Motiganj, Dist: Balasore
Pin: 756003

(B) PLACE OF WORK:

- Data Entry Operator in the Office of Balasore Municipality, Balasore.
- Security personnel in various places under the jurisdiction of this establishment of Balasore Municipality, Balasore.

SL NO	NAME & ADDRESS OF THE OFFICE	APPROXIMATE REQUIREMENT	
		DATA ENTRY OPERATOR	SECURITY PERSONNEL
01	Office of the Executive Officer, Balasore Municipality, Balasore.	03	19

(C) QUALIFICATION & EXPERIENCE:

(i) FOR DATA ENTRY OPERATOR:

- **Educational Qualification:** Diploma/Graduate having degree in any discipline from a recognized Indian University.
- **Technical Qualification:** Complete Knowledge of Online work.
Obtained Certificate in Microsoft Office.
Well acquainted in Computer Application.
Should possess a speed of not less than 8000 key depressions per hour/ or can type not less than 45-50 words in a minute for Data entry work.
Experience in Data Entry Excel/Webpage.
Good command over English and excellent communication Skills & competent in PGDCA.

(All those paper documents for the above Educational & Technical Qualification should be attached with attestation)



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(ii) **FOR SECURITY PERSONNEL:**

- **Educational Qualification:** A person should be literate/ at least 10th passed with sound physis.
- **Technical Qualification:** Should have previous work experience in reputed Public/Private Institution/ Central or State Government Offices.

(All those paper documents for the above Educational & Technical Qualification should be attached with attestation)

(D) **AVAILABILITY OF TENDER DOCUMENT:**

Cost of Tender Form @ Rs.2,000/- : The downloaded tender documents must be accompanied with the cost of tender documents in shape of DD/BC favouring to “Executive Officer, Balasore Municipality, Balasore”. The tender can be downloaded from official website of Balasore District: <http://www.baleswar.nic.in>

03- **IMPORTANT DATES:**

Last Date of Sale/ Download of DTCN:	Upto 03:00 PM of Dt:15.11.2021
Last date of Receipt of Tender:	Upto 04:30 PM of Dt:15.11.2021
Date for Opening of Technical Bid:	05:00 PM Onwards of Dt.15.11.2021
Date for Opening of Financial Bid:	04: 00PM Onwards of Dt.16.11.2021

04- **OTHER TERMS & CONDITIONS:**

- (i) The interested Companies/Firms/Agencies may submit the tender documents complete in all respects addressed to the Executive Officer, Balasore Municipality, Balasore on or before the last date & time of submission of tender as scheduled.
- (ii) The authority of Balasore Municipality reserves the right to amend or withdraw any of the terms & conditions contained in the QCN documents at any stage. The authority of Balasore Municipality also reserves the right to reject any or all bidder/RFP at any stage without assigning any reason or any sort of paper/telephonic intimation thereof. The decision of the authority of Balasore Municipality in this regard shall be final & binding on all.
- (iii) The tender submitted with less than minimum wages if any as prescribed by the Govt. of Odisha shall be rejected without any notice. Besides that enhancement of labour rate by the Govt. should also from time to time should be obtained by the selected firm.



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05- SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS:

- (i) The contract for providing of above mentioned manpower will be given for one year initially from the date of Order issued by this Office and that should be supplied & be engaged after selecting the personnel on the basis of typing test and through interview. The period of the contract may be further extended beyond one year provided the requirement of the Department for the above manpower persists at that time or may be curtailed/terminated at any time before the normal tenure owing to deficiency in service or substandard quality of manpower deployed by the selected company/firm/agency. The Office of the Municipal Council, Balasore reserves right to terminate this initial contract at any time after giving one month's notice to the selected service providing company/firm/agency. Pro-rata payment will be made for extension of service period or payments will be with held pro-rata for premature termination of service.
- (ii) The department has initial requirement for skilled manpower who are well conversant with computers and essentially well trained in MS Word, MS Excel and MS Power point package/ language and also desirably posses knowledge of LAN functioning in 24X6 days basis. The requirement of the manpower may also increase or decrease during the period of contract.
- (iii) The nature of work includes entry of data and other related work as and when assigned by the competent authority.
- (iv) The nature of work assigned to the security personnel includes strict vigilance/guard of the properties of the Office of the Municipal Council, Balasore on 24X7 basis by engagement of sufficient number of such personnel to carry out the job effectively. Any loses to any point arises due to irregularities by the side of the selected company/firm/agency should be compensated by the particular company/firm/agency to the Office of the principal authority.
- (v) The nature of work assigned to security personnel at the other places under Office of the Municipal Council, Balasore should be carried out in proper manner.
- (vi) The tenders have been invited under two bid system, i.e- Technical Bid & Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bids" and "Financial Bids" for providing of Data Entry Operators and Security Personnel to the office of the Municipal Council, Balasore. Both sealed envelopes should be kept in an envelops super scribing with " TENDER FOR PROVIDING OF DATA ENTRY OPERATORS AND SECURITY PERSONNEL TO THE OFFICE OF THE MUNICIPAL COUNCIL, BALASORE"
- (vii) The tendering companies/firms/agencies are required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/ out- right rejected and will not be considered to any further:
 - 1- Private Security Agency License Obtained from Home Department under Act-2005.
 - 2- Attested photo copy of PAN Card.
 - 3- Attested photo copy of ITVR/IT return for last three (03) financial years at least.
 - 4- Attested photo copy of EPF & ESI registration Certificate.
 - 5- Attested photo copy of GST registration Certificate.
 - 6- Attested photo copy of Labour License.
 - 7- Attested photo copy of Balance Sheet of financial years (2018-2019 to 2020-2021)



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- (viii) The conditional bids shall not be considered and will be out rightly rejected in very first instance.
- (ix) All entries in the tender form 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 is permitted in the financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application has also out of permissible.
- (x) The Bids shall be opened on the scheduled date & time at the Office of the Municipal Council, Balasore in the presence of the representatives of the companies/firms/agencies, if any one who present on the spot at that time.
- (xi) The Executive Officer, Balasore Municipality, Balasore reserves the right to cancel any or all bids without assigning any reason.

06- TECHNICAL REQUIREMENT FOR THE TENDERING COMPANY/FIRM/AGENCY FOR TECHNICAL BID.

THE TENDERING COMPANY/FIRM/AGENCY SHOULD FULFIL THE FOLLOWING TECHNICAL SPECIFICATIONS FOR TECHNICAL BID.

- (i) The Registered office of the manpower company/firm/agency should be either located in Odisha or at least having an Office in Odisha.
- (ii) The manpower company/firm/agency should be registered from the appropriate registration authority.
- (iii) The company/firm/agency should have at least (03) three years successful experience in providing skilled and unskilled manpower to Public Sector Companies/Banks and Government Department Etc.
- (iv) Work Order/Completion Certificate to be submitted as a proof.
- (v) The company/firm/agency should have its own Bank Account.
- (vi) The company/firm/agency should be registered by the appropriate authorities under Employees Provident Fund and Employees State Insurance Act.

(All those paper documents for the above Educational & Technical Qualification should be attached with attestation)

07- TECHNICAL REQUIREMENT FOR DATA ENTRY OPERATORS AND SECURITY PERSONNEL TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/FIRM/AGENCY.

(A) NOTE THIS: FOR DATA ENTRY OPERATOR AND SECURITY PERSONEL:

- (i) He/She should posses qualification and experience as mentioned in Para No-02 point No-C-(i) &
- (ii) The candidate shall be selected after personal interview, to be conducted at the Office of the Municipal Council, Balasore.



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TERMS AND CONITIONS

GENERAL

- 01- The contract shall commence from the date of receipt of acceptance of the work Order, which shall be accepted by the tendering company/firm/agency within not more than 10 days from the receipt of the Order or 15 days from the date of said Order whichever is earlier and shall continue till one year unless it is curtailed or terminated by the Office of the Municipal Council, Balasore, owing to deficiency of Service, Sub-standard quality of Data Entry Operators/Security personels deployed, breach of contract, reduction or cessation of the requirement etc.
- 02- The contract may be extended, on the same terms and condition or with some addition/deletion/modification, for a further period mutually agreed upon by the successful service providing company/firm/agency & the competent authority.
- 03- The Contracting company/firm/agency shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency without the prior written consent of this department.
- 04- The present requirement of Data entry operators and Security Personels has been mentioned in Para No- 02 (B) of the tender document. The department may increase or decrease the requirement of manpower which will be informed to the selected company/firm/agency, and that should be taken accordingly. All selected manpower is to hang Identity Card provided by the Office every day during working hours.
- 05- The tendered will be bound by the details furnished by him/her to this Department, while submitting the tender or at subsequent stage. In this case any of such documents by him/her is found to be false at any stage, it would be deemed to be breach of terms of contract marking him/her liable for legal action besides termination of contract.
- 06- The Executive Officer of this Municipality of Balasore as competent authority reserves right to terminate the contract during initial period also after giving a month's notice to the contracting agency.
- 07- The persons deployed shall observe all etiquette and protocol while performing duty and should be in formally dressed with ID card for the DEOs. And the security personal should be well uniformed provided by the agency with ID Card seems to be hanged in their neck.

LIABILITIES, CONTROL ETC OF THE PERSONS DEPLOYED:

- 01- The contracting agency shall ensure that the individual Data Entry operator and security personnel deployed in this office confirm to the technical specifications of educational and skill qualification prescribed in the tender document.
- 02- The Office of the Municipal Council, Balasore is a state Government Office and had has six days working (i.e- Monday to Saturday) in a week 09:30 AM to 06:00 PM with a lunch break of half an hour i.e from 01:30 PM to 02:00 PM. Besides this, the Department observes the Gazetted Holidays notified by the Government of Odisha from time to time. The Data Entry Operators are required to work from Monday to Saturday as per above mentioned timing whereas the security personnel are required to work all the 07 days of the week. These persons, however, may be required to attend the Office as and when required on Saturday/Sunday and Gazetted Holidays on prior intimation.



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- 03- The Contracting Company/Firm/Agency shall furnish the following documents in respects of the individual Data Entry Operators who will be deployed by it in this department before the commencement of work:
- (a) List of persons to be deployed.
 - (b) Bio-data of the persons along with attested copies of the Certificates.
 - (c) Attested copy of Matriculation Certificate containing date of birth or birth Certificate.
 - (d) Identity Cards bearing photograph.
 - (e) Aadhar Card.
- 04- In case, the person employed by the successful Company/Firm/Agency commits act omission/commission that amounts to misconduct/indiscipline/ incompetence, the successful Company/Firm/Agency will be liable to take appropriate disciplinary action against such persons, including their removal from the site of work required by the Department.
- 05- The tendering Company Firm/Agency shall replace immediately if any of its personnel who is found unacceptable to this Department because of security risks, incompetence, conflicts of interest, improper conducts etc; upon receiving a notice from this Department.
- 06- The person (DEO) DEPLOYED SHALL BE REQUIRED TO REPORT FOR DUTY AT 09:30 AM to the concerned authorities and also before leaving the Office at 06:00 PM. In case, person deployed is absent on a particular or come late/leaves early on three occasions, on day wage shall be deducted.
- 07- The agency shall depute a Co-ordinator who would be responsible for immediate interaction with the competent authority so that optimal services of the persons deployed by the agency could be availed without any disruption.
- 08- The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. The delay by the agency in providing a substitute beyond three working days shall attract damages @ Rs.500.00 per day on the service providing agency.
- 09- It will be the responsibility of the service providing agencies to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this Department and the Office of Balasore Municipal Council, Balasore.
- 10- For all intents and purpose the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so deployed in this Department. The persons deployed by the agency in the Department shall not have claims of Master and Servant relationship nor have any principal and agent relationship with or against the competent authority.
- 11- The service providing agency shall be solely responsible for the redressal of grievance/resolution of disputes relating to person deployed. The Department shall, in no way be responsible for settlement of such issues whatsoever.



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- 12- This Department shall not be responsible for any damages, losses, Claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
- 13- The person deployed by the service providing agency shall not have any claim or be entitled to pay, perks and other facilities admissible to casual, adhoc, regular/confirmed employees of this department during or after expiry of the contract. The agree meant this department have the single way contract with the selected agency. The deployed person have no way connection with the principal authority regarding such claim or any corner so it may concern.
- 14- In case of termination of this contract on its expiry or otherwise , the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular /otherwise capacity in the Department.
- 15- The tendered shall be liable to pay the cost of IT components in case of the physical damage of any IT components supplied by this office. He cost of damage will be deducted from the bill of that month.
- 16- Payment of bills: With in 15 days from the day of submission if it is placed maintaining all criteria.

LEGAL:

- 01- The tendering agency will be responsible for timely payment to the supplied manpower and statutory authorities and compliance of all statutory provisions relating to minimum wages, Provident Fund and Employees State Insurance, Etc in respect of the persons deployed by it in this Department.
- 02- The tendering agency shall also liable for depositing all taxes, Levies, Cess, Etc on account of service rendered by it to the Department to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- 03- The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority of this Department or any other authority under law.
- 04- The TDS (Tax Deduction at source) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Department.
- 05- In case, the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the Department is put to any loss/obligation or otherwise, the Department will be entitled to get itself reimbursed out of the outstanding bills to the extent of the less or obligation in monetary terms.



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FINANCIAL:

- 01- In case of breach of any terms and conditions attached to this contract, outstanding payments will be withheld besides annulment of the contract.
- 02- The agency shall raise the bill, in triplicate, along with attendance sheet duly verified by the concerned sectional head of this establishment in respect of the persons deployed under Office of the Municipal Council, Balasore in the first week of the succeeding month. As far so possible the payment will be released at the earliest. Payment to both categories of staff should be made through ECS (Electronic Clearing System).
- 03- The Claims in bills regarding Employees State Insurance (ESI), Provident Fund and Service Tax/GST etc should be necessarily accompanied with the documentary proof with (ECR- Electronic Challan-cum –Return copy of last month) pertaining to the concerned month bill. If any such discrimination is found to that extent, a requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of the department.
- 04- The amount of agreed damages calculated @ Rs.500.00 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the agency shall be deducted from the monthly bills if the service providing Company/Firm/Agency in the following month.
- 05- The competent authorities of this Department reserves the right to withdraw/relax any of the terms & conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- 06- The successful tendered will have to deposit Contract agreement duly signed as per the terms and conditions of tender.

ORDER FOR ARRANGEMENT OF DOCUMENT TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF DATA ENTRY OPERATORS:

Volume of documents for Data Entry & Security personnel to be submitted to Principal Authority are listed below:

- 1- Date of Birth, Marital Status, Address Etc.
- 2- Bio-Data of all persons along with copy of Certificates.
- 3- Data Security Certificate.



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APPLICATION FOR TECHNICAL BID

FOR PROVIDING MANPOWER SERVICES TO BALASORE MUNICIPALITY, BALASORE

1. Name of the Company/ Firm/Agency/Service Provider: _____
2. Address: _____
3. Detail of Paper Cost: DD/BC NO: _____ DT. _____ Bank _____
_____ Draw on Bank _____
4. Detail of Paper Cost: DD/BC NO: _____ DT. _____ Bank _____
_____ Draw on Bank _____
5. Name of the Proprietor/ Partner/Director: _____

6. Full Address of Registered Office: _____

Telephone No. _____ Mobile No. _____
Fax No. _____ E-Mail Address _____
7. Full Address of Operating/ Branch Office: _____

8. Name & Telephone No. of Authorised Officer/person liaise with field Offices OR under exigency occasions: _____

9. Banker details of the Manpower Service Provider: _____
(Attach Certified Copy of statement of A/C for the last three years _____
Telephone Number of Banker _____
10. PAN NO: _____ (Attach attested Copy of PAN along with Copy of last three years IT Return).
11. GST Registration No. _____ (Attach attested Copy)



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12. Private Security Agency License Registration

Obtained from home Department under act-2005 _____ (Attach attested Copy)

13. EPF Registration No: _____ (Attach attested Copy)

14. ESI Registration No: _____ (Attach attested Copy)

15. Financial Turnover of the Manpower Service Provider for the following FY:

FINANCIAL YEAR	AMOUNT (IN LAKH)	REMARKS IF ANY
2018-2019		
2019-2020		
2020-2021		

(Attach Audited Statement of Annual Turnover alongwith 03 years audited balance sheet)

16. Additional Information, if any:

(Attach separate sheet if space provided is insufficient)

17. Give details of the Major similar contracts handled by the manpower Service Provider during the last (03) three years in the following format. (If the space provided is insufficient additional sheet can be attached)

Sl no	Name of the Client, Address, Telephone No & Fax No.	Manpower Services Provided		Amount of Contract (In Lakhs)	Duration/Period of Contract		Work Order Docate Number (Hard Copy to be Attached)
		Type/ Category of Manpower Provided	In Numbers		From	To	

18. Additional Information, if any: (Additional can be attached)

Date:

Signature of authorized person

Place:

Name:

Seal:

DECLARATION/UNDERTAKING

01-ISon/Daughter/Wife of Sri.....

Signatory of the Company/Firm/Agency mentioned above is declared as the competent to assign this declaration and execute this tender document.

02- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

03- The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I am/We are well aware of the fact that furnishing of any false or fake information/fabricated or un-authentic documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Place:

Signature of authorized person

Name:

Seal:

FINANCIAL BID

01	FOR PROVIDING OF SECURITY PERSONNEL AND DATA ENTRY OPERATOR IN THE OFFICE OF THE MUNICIPAL COUNCIL, BALASORE.	
02	Name of Tendering Company/Firm/Agency	
03	All the Data Entry Operators, Security Personnel deployed in this department will be paid their wages on monthly basis (by direct Credit to their Bank Account in time) by the Company/Firm/Agency.	
04	Rates are Quoted against per Unit-Per Daywise	
	A-	FOR DATA ENTRY OPERATOR
	B-	FOR SECURITY PERSONNEL
IN SUCH A WAY: Rate per person/Per day wise including all statutory liabilities, Taxes, Levis, Cess/ Education Cess Etc with following breakup as follows in the below format:		

SL NO	DESCRIPTION	AMOUNT OF DATA ENTRY OPERATOR (In rupees)(Including GST@18%)	AMOUNT OF SECURITY PERSONNEL OPERATOR (In rupees) (Including GST@18%)
01-	ESTIMATED RATES FOR PER SINGLE UNIT	Rs.550.00	Rs.427.00
The estimated amount is pertaining as fixed value consisting of Remuneration (+) Govt Statutory			
02-	SERVICE CHARGES TO BE QUOTED		
QUOTATIONERS ARE INSTRUCTED TO QUOTE THE SERVICES AGAINST THE ESTIMATED VALUE AGAINST THE REQUIREMENT DEO & SECURITY PERSONNEL PER UNIT WHICH SHALL NOT BE LESS THAT 0.01%			

Date:

Signature of authorized person

Place:

Name:

Seal:

NOTES BELOW:

- 01- The rate quoted by the tendering agency should be inclusive of all statutory liabilities & GST against per day and per unit in individual at the time of entering into the contract.
- 02- The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each person.
- 03- Required information in all ANNEXURES should be filled with supply of hardcopy need to be enclosed.
- 04- The quoted rate of service charge should not be less than **0.01%** of the estimated rate. Violation to that extent will lead to rejection of the bid.