



ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଗଜପତି, ପାରାଲକ୍ଷେମୁଣ୍ଡି
COLLECTORATE: GAJAPATI: PARALAKHEMUNDI
(ମଙ୍ଗଳ ଉପବିଭାଗ)

E.mail id. dwogpt@rediffmail.com

Ph.No.06815-222825

Letter No. 2184 / Welfare

Date: 31.07.2024

TENDER FOR SELECTION OF SERVICE PROVIDER

Sealed tenders are hereby invited from Registered HR Service Providers for hiring of Human Resources for Post-Matric Minority Hostels at 03 locations of Gajapati District which should be sent through by Regd. Post /speed post/courier service/ by hand and should be reached the District Welfare, Gajapati on or before dt.21.08.2024, 4 PM. The Tender document can be obtained during office hours from the Office of the District Welfare Officer, Gajapati can be downloaded from the Website www.gajapati.odisha.gov.in commencing on 02.08.2024 at 10.00AM. The last date and time for submission of Bid Documents is 21.08.2024 at 4.00 PM. The bidders are to submit the non-refundable tender documents fee of Rs. 1000/- in shape of A/c payee Demand Draft in favour of District Welfare Officer, Gajapati and payable at Gajapati from any Nationalized Bank along with the tender paper.

The tender will be opened on dt 22.08.2024 at 10.30 AM in presence of Committee members & Tenderers/their authorized agents in the conference hall-1, Collectorate, Gajapati.

For eligibility criteria, scope of work on, timeline and other relevant details please refer the Tender Documents. The undersigned reserves right to accept /reject/negotiate any or all the tenders without assigning any reasons thereof.



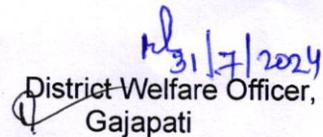
COLLECTOR, GAJAPATI.

Memo No. 2185 /Welfare,

Dt. 31-07-2024

Copy to the District e-Governance Manager, Collectorate Gajapati for favour of information with a request to upload the advertisement in the District Website.

Copy to Office Notice Board for wide publication.



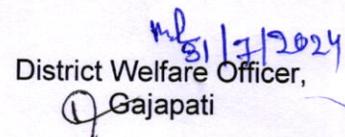
Dt. 31.07.2024

Memo No. 2186 /Welfare,

Copy to the Director (Advertisement), I & PR Department, Odisha, Bhubaneswar for favour of information with request to publish the advertisement in 2 numbers of odia Newspaper preferably Berhmapur edition.

Copy to the DIPRO, Gajapati for information.

Copy to PA to Collector, Gajapati for favour of kind information of Collector, Gajapati



District Welfare Officer,
Gajapati

TENDER DOCUMENT FOR SELECTION OF HR SERVICE PROVIDER FOR HIRING OF HUMAN RESOURCES FOR 100 SEATED(BOYS) POST-MATRIC MINORITY HOSTELS AT 03 LOCATIONS OF GAJAPATI DISTRICT- 1. IN FRONT OF K.V. GUMMA, 2. AT GOVT. (SSD) HSS, MOHANA 3. B. LAXMIPUR, SIALI, KASINAGAR UNDER DISTRICT WELFARE OFFICER, GAJAPATI DISTRICT.

Tender Call Notice No: 01/2024

Date: 31.07.2024

Draft Tender Notice

Office of the District Welfare Officer, Gajapati

No. 01/2024

Date 31.07.24

Tender for selection of HR Service Provider

Sealed Tenders are hereby invited under two-bid system from reputed Recruitment Agencies for selection of HR Service Providers for hiring human resources by the District Welfare Officer, Gajapati District for 100 Seated(Boys) Post-Matric Minority Hostel at 3 different locations 1. in front of K.V. Gumma, 2. at Govt. (SSD) HSS, Mohana and 3. B.Laxmipur, Siali, Kasinagar. The interested agencies are required to submit the technical and financial bid separately. The bids in sealed **cover-I** containing "**Technical Bid**" and Sealed **Cover-II** containing "**Financial Bid**" should be placed in a third Super scribed "**Tender for HR Services**".

The Tender document can be downloaded from the District website- www.gajapati.odisha.gov.in

Commencing from **02.08.2024, 11.00 AM IST**. The last date and time for submission of Bid documents is **21.08.2024, 4.00 PM IST**. Bids documents are to be submitted at District Welfare Office, Collectorate Building, Gajapati through RegisterPost/Speed Post/Courier and By Hand.

For eligibility criteria scope of work deliverable and other relevant details please refer the Tender Document.

Important Dates

Sl.	Particular	Date
1.	Issuance/Downloaded of Tender Document	02.08.2024, 11.00A.M.
2.	Last Date and Time for Submission of Bids Bids to be submitted at: District Welfare Office, Collectorate Building, Gajapati, Pin-761200, Odisha	21.08.2024, 4.00 P.M.
3.	Technical Bid Opening	22.08.2024, 10.30 A.M.
4.	Financial Bid Opening	Followed by after completion of Technical Bid

Section 1 – INTRODUCTION

Background & Purpose

State Government is taking several steps for providing quality education to all the Students of our State. The limited presence of higher educational institutions in the Minority concentrated Areas poses hindrance to the poor Minority students from those pockets to continue their higher studies in Educational Institutions situated at distance places as they have to incur additional expenses towards conveyance, accommodation and other incidental expenses due to unavailability/ limited availability of seats in the hostels of different educational institutions. Many of the Minority students even though able to secure admission in good educational institutions of the State, but are often unable to get accommodation in the hostels as the seats are limited in numbers. This situation forces them, either to opt out from pursuing higher studies or to stay in rented accommodation, which further aggravates their economic hardship. To alleviate this problem of the Minority students in pursuing higher studies, Government of Odisha under State Sector Scheme and Central Government under PMJKS Scheme are constructing Minority hostels at various educational hubs of the State to provide accommodation/ Boarding facilities to the Minority students to pursue their higher studies with affordable accommodation facility.

Section 2 – SCOPE OF WORK

The HR Service Provider will be responsible for recruitment, timely placement and management of the deployed human resources as per the criteria/ terms detailed in this document. Details of the number of personnel to be deployed, the desired qualification, experience and remuneration rate for each position is given at Annexure A. The scope of work for the HR Service Provider is as follows:

- I. Recruitment & deployment of human resources for various positions under the Scheme as detailed in **Annexure A**
- II. Payroll Management of Human Resources deployed
- III. All the statutory compliances like TDS, PF, ESIC, Service Tax etc. shall be done by the successful bidder.

The detailed terms of reference for the HR Service Provider is mentioned below.

- Ensure regular payment of monthly remuneration to deployed personnel through NEFT transfer, as per the rates mentioned. Except the statutory deductions like TDS, no other amount shall be deducted from the fixed remuneration.
- Ensure statutory compliance like EPF, Gratuity, TDS deduction etc. as required by the prevailing norms.

- Provide replacement of personnel in case of vacancies arising during the course of the agreement
- The day to day work to the deployed personnel will be assigned by the Hostel Superintendent and all the monitoring and reporting aspects of the deployed personnel will be under the control and supervision of the Hostel Superintendent.
- The Office of the District Welfare Officer shall have the right to verify the actual payment made and may request the HR Service Provider to provide excerpts of the bank statement of the payments made as the proof of payment and if not satisfied shall withhold the payments due to the HR Service Provider in addition to other legal action.
- In case the Office of the District Welfare Officer is not satisfied with the performance of the deployed personnel or because of indiscipline, may ask the HR Service Provider in writing, providing the reasons thereof, to withdraw the personnel and provide a replacement.

Section 3 – ELIGIBILITY/ QUALIFYING CRITERIA FOR THE HR RECRUITMENT

AGENCY

Following are the essential qualifying criteria for the HR Service Provider to technically qualify for the assignment:

1. The bidder should be incorporated or registered as a Partnership Firms, Private Limited Company, Public Limited Company, or Society/ trust since last 10 years. The Incorporation/Registration certificate should be furnished as documentary proof.
2. The bidder should have been a HR Service Provider for at least 10 years. A list of clients being served or served in by the bidder must be provided with the Technical Bid in the prescribed format along with documentary proof.
3. The bidder should have valid registration under Service Tax Rules, Income Tax, EPFO, ESI Corporation and under Labour Act. The copies of Service Tax Registration Certificate, Permanent Account Number (PAN), Labour Registration Certificate, EPF Registration Certificate and ESI Registration Certificate should be furnished as documentary proof.
4. The average annual turnover of the bidder for the past 3 years should not be less than Rs.10.00 crores (Rupees Ten Crores). A copy of the Audited Balance Sheet must be submitted with the Technical Bid.

5. The HR Service Provider must have filed income tax returns for the financial years 2020-21,2021-22&2022-23. Copy of Income Tax Return should be furnished as documentary proof.
6. The bidder should have registered in Odisha& branch office at Gajapati& submit with documentary proof in technical bid.
7. The bidder should not have been black listed by any State Government. A self-declaration to this effect shall be submitted by the bidder in the prescribe format.

Section 4 – GENERAL TERMS AND CONDITIONS

4.1 Cost of Tender Document & Earnest Money Deposit

- a. **Tender Document Fee** - Tender document can be downloaded from the website (www.Gajapati.odisha.in). The bidders are required to submit the non-refundable tender document Fee of Rs.1,000/- in shape of an account payee Demand Draft from any of the nationalized bank in favour of **the District Welfare Officer, Gajapati and payable at Gajapati** along with the Tender Paper. The Proposals received without or with inadequate fees shall be rejected.
- b. **Earnest Money Deposit** - Bidders shall submit, along with their Technical Bids, EMD of Rs.2,00,000/- only, in the shape of an account payee Demand Draft issued by any nationalized bank in favour of **District Welfare Officer, Gajapati and payable at Gajapati** and shall be valid for 90 days from the due date of the tender/ tender paper.
 - i. EMD of all unsuccessful bidders would be refunded within 180 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would adjust as a part of the Performance Guarantee during the period of the contract.
 - ii. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
 - iii. The tender paper submitted without EMD, mentioned above, will be summarily rejected. MSE & NSIC certificate are not accepted.
 - iv. **The EMD may be forfeited: -**
 - a. If a bidder withdraws its bid during the period of bid validity.
 - b. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.
 - c. If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

4.2 Submission of Bids

Sealed cover containing the Technical and Financial Bid/Proposal separately with caption **“Selection of HR Service Provider for hiring manpower for Post-Matric Minority Hostel at 03 Locations of Gajapati District 1. in front of K.V. Gumma, 2. at Govt. (SSD) HSS, Mohana 3. B.Laxmipur, Siali, Kasinagar.”** should be addressed to:

The District Welfare Officer, Gajapati

Address: Collectorate Building,

Gajapati PIN-761200, Odisha

- a. The bids should be submitted so as to reach latest by **04:00 PM (IST) of 21.08.2024.**
- b. The bidders shall submit their tender paper as per the prescribed format given in this tender paper in the following manner
 - Envelope 1: Original Hard copy of Technical Proposal with EMD Draft [Form 1 to Form 6]
 - Envelope 2: Original Hard copy of Financial proposal Bid [Form 7, 8 & 9]
- c. The Technical Proposal and Financial Proposal should be covered in separate sealed envelopes super-scribing **“Technical Bid”** and **“Financial Bid”** respectively.
- d. Please Note that Prices shall not be indicated in the Technical Proposal but shall only be indicated in the Financial Proposal.

The two envelopes containing copies of Technical Proposal and Financial Proposal shall be put in another single sealed envelope clearly marked with caption **“Selection of HR Service Providers for hiring manpower for Post-Matric Minority Hostel at 3 different locations -1. in front of K.V. Gumma, 2. at Govt. (SSD) HSS, Mohana 3. B.Laxmipur, Siali, Kasinagar.**

- e. The outer envelope shall clearly indicate the name, address, telephone number, E-mail ID and fax number of the bidder.
- f. All the pages of the Technical Proposal must be sequentially numbered and must contain the list of contents with page numbers.
- g. The proposal shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialled by the person (or persons) who sign(s) the tender paper.
- h. All pages of the proposal shall be initialled and stamped by the person or persons who sign the bid.

4.3 Completeness of the Bid

- a) Submission of the proposals shall be deemed to have been done after careful study and examination of the tender paper document with full understanding of its implications.

4.4 Late Bid

- a. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall be rejected.
- b. The Office of the District Welfare Officer shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- c. The Office of the District Welfare Officer reserves the right to modify and amend any of the stipulated condition/criterion.

4.5 Language of the Bid

The Proposal should be filled by the Bidder in English language only.

4.6 Validity period of the Bid

The offer submitted by the Bidders should be valid for minimum period of 180 days from the date of last date of submission of Tender Paper.

4.7 Currency of the Proposal/ Bid Document

The currency (ies) of the Proposal offer and the transaction details provided in the Proposal/ Bid Document should be in Indian Rupees (INR).

4.8 Authentication of the Proposal/ Bid Document

The Proposal/ Bid Document should be accompanied by a Letter of Authorization in the name of the signatory of the proposal/ Bid document who can bind the Firm/ Company.

4.10 RIGHT TO TERMINATE THE PROCESS

- a. The Office of the District Welfare Officer may terminate the Tender process at any time and without assigning any reason thereof. The Office of the District Welfare Officer makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. The submission of tender paper does not constitute an offer by the Office of the District Welfare Officer. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

Section 5 – GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSAL

5.1 TECHNICAL PROPOSAL

Bidders are required to submit the Technical Proposal in the prescribed format only. The technical proposal should accordingly include the following:

1. Bid Cover Letter – Technical Bid [Form-1]
2. Bidders profile [Form-2]
3. Document Checklist [Form-3]
4. Self-declaration of not being ineligible/ blacklisted [Form 4]
5. All Documentary Evidences as required in the tender document (please refer Document Checklist [Form-3])

5.2 FINANCIAL PROPOSAL

The Financial Proposal is to be submitted in prescribed formats as provided in form 5 & 6.

- The amount to be charged by the HR Service Provider shall be expressed in lump sum as fees/service charges against each of the position.
- The fees/service charges quoted for each category of position shall be exclusive of the applicable service tax, if any, but shall be inclusive of all other costs.
- No deductions, other than statutory deduction of TDS, shall be made by the HR agency from the remuneration fixed for each of the position.
- In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be adopted.
- Employer's share of EPF/ ESI where ever applicable, shall be paid to the HR Service Provider as per actual and the costs towards this is not required to be reflected as part of the Financial Proposal.

The financial proposal should accordingly include the following:

1. Bid Cover Letter – Financial Bid (Form 5)
2. Financial Bid Submission Format (Form 6)

Section 6 – EVALUATION PROCESS

I. In the first stage, the technical proposals will be scrutinized as per the Eligibility criteria and completeness of the documents as prescribed in the tender document.

II. The bids qualifying the Eligibility criteria and complete in respect to the availability of the documents will be considered for Financial Evaluation. Since service charge is 3.85%, the service charge rate will be equal of all bids. So, the Service provider will be selected through lottery after qualifying of Technical Bid.

III. Tender Committee: The District Collector will constitute the tender committee to finalise the tender paper.

Section 7 – AWARD OF CONTRACT

The Office of the District Welfare Officer will award the Contract to the successful bidder qualifying in the Technical Bid and Financial Bid through Lottery.

7.1 NOTIFICATION OF AWARD

The Office of the District Welfare Officer will notify the successful bidder in writing or by email, that its proposal has been accepted.

7.2 SIGNING OF THE CONTRACT

After the Office of the District Welfare Officer notifies the successful bidder that its proposal has been accepted, the Office of the District Welfare Officer shall enter into a contract, incorporating all clauses and the proposal of the bidder between the Office of the District Welfare Officer and the successful bidder.

7.3 PERFORMANCE GUARANTEE

- a. The Successful Bidder shall submit Performance Bank Guarantee of 5% upon the total supply order in favor of the Office of the District Welfare Officer before execution of the agreement.
- b. The Bank guarantee shall be valid for a period of 24 months from the date of intimation to the selected bidder for execution of the agreement.
- c. Agreement shall be executed on confirmation of the Performance Bank Guarantee from the Concerned Bank.
- d. The EMD amount is interest free and will be refunded to bidder within six months of the completion of the contract without any accrued interest on it.
- e. The Performance Guarantee amount may be forfeited:
 - a. If a bidder is unable to deliver the outputs specified in the Scope of work of the tender documents.
 - b. If found to be indulging in malpractices, poor performance such as having abandoned work, having inordinately delayed completion of outputs etc.

7.4 FAILURE TO AGREE WITH TERMS AND CONDITIONS OF THE TENDER PAPER

Failure of the successful bidder to agree with the Legal Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event the Office of the District Welfare Officer may award the contract to the next selected bidder or call for new proposals from the interested bidders. In such a case, the Office of the District Welfare Officer shall forfeit the Performance Guarantee of the successful bidder.

7.5 TERM OF THE AWARD

The period of contract shall be for a period of 1 (one) year from the date of execution of agreement. The period may be extended for further periods on mutual agreement by both the parties on similar terms and conditions. The requirement of manpower may be increased or decreased according to admission of Boarders in the Post Matric Minority Hostels.

Section 8 – PAYMENT TERMS & CONDITION

The payment to the selected Agency will be made as per the following terms:

- The Service Provider will raise the monthly claims/ invoice inclusive of applicable taxes & management cost (service charges) of Service Provider by 2nd of every succeeding month. The Office of the District Welfare Officer will ensure the reimbursement payment to HR Agency within 15 days of receiving the invoice.
- The payment shall be made subject to deduction of applicable taxes.

ANNEXURE A - DETAILS OF HR POSITIONS, JOB-DESCRIPTION AND REMUNERATION

HR POSITIONS, MINIMUM QUALIFICATIONS & EXPERIENCE AND REMUNERATION

Sl. No	Designation	No of Post for per unit	Remuneration per each post	Qualification
1	Asst.Hostel Superintendent	3 no.	30000 per month	1.Any Graduate having computer knowledge (PGDCA) 2.5Years Experience in Hostel management in any Recognised Hostel/School/Educational Institution
2	Hostel Warden	3no	15000 per month	1.Any Graduate having computer knowledge (PGDCA) 2.2Years Experience in Hostel management in any Recognised Hostel/School/Educational Institution
3	Support staff	3no	12000 per month	+2 or equivalent course having computer knowledge
4	Security service staff	9nos @8 hourly basis	15000 per month	Minimum Matric

5	Watchman	9nos @8 hourly basis	15000 per month	Minimum Matric
6	Mess Management service	06 as per labour rate	15000 per month per Manpower	For Cook- Minimum Matric and experience in cooking in Hotel / Hostel

JOB-DESCRIPTION OF DIFFERENT POSITIONS

Job Description for Positions for the Post-Matric Minority Hostel

1. Name of the Position : Asst.Hostel Superintendent

Location : Post Matric Minority at 03 Locations of Gajapati District 1. in front of K.V. Gumma, 2. at Govt. (SSD)HSS,Mohana 3. B.Laxmipur, Siali,Kasinagar.

The role of **Asst.Hostel Superintendent** will report to the Welfare Extension Officer (WEO). He will stay in the hostel and dine with the boarders and should discharge the following responsibilities:

- I. Maintenance of hostel building and surrounding: (He should ensure that building is in good condition, the water supply is regular and hygienic, the electrification is proper without posing any danger to the boarders, there is proper drainage of water from bathroom and kitchen, and the surrounding of the hostel remains neat, clean and hygienic. He should identify infrastructural gaps, if any, and bring the same to the notice of the appropriate authorities (WEO/DWO) and get it redressed in a prompt manner.
- II. Conduct the admission process and allot rooms to the applicants in the hostel. At the time of admission to the hostel, he should obtain personal data of the students in a prescribed format containing, inter alia, address, and phone number of parents, Aadhaar Number of the students and an undertaking from the parents/Guardian to the effect that they as well as the boarders shall abide by the rules and regulations of the hostel.
- III. Proper Mess management
- IV. Maintenance of Cleanliness of the hostel and ensuring health & Hygiene of the Boarders Attend to the sick boarders and refer seriously ill students to the hospital for treatment. Under no circumstances the boarders should be sent home in ailing condition. In case of hospitalization the parents/local guardians may be informed immediately about the treatment of the students and be intimated to remain present at the hospital. To ensure proper health screening of all the boarders for fever, malaria, diarrhea, chicken pox, acute respiratory infections and such others including adolescent reproductive & sexual health issues (ARSH) by ANMs/mobile healthcare by local medical authority on a regular basis.

- V. To ensure Safety and Security of the boarders
- VI. Diligent maintenance of prescribed Records (Admission Records, Boarder Attendance register, Stock & Issue, Register, Gate Book, Incoming & Outgoing Register, Visit Register, Cash Book, Advance Register, Guard File for keeping all hostel notices, Department circulars etc.) and keeping them up to date along with supportive vouchers.
- VIII. To distribute work among Subordinate staffs (warden, Support Staff, CCA, Watchman/Security Guard etc), and monitor their performance. (Undertake weekly reviews).
- IX. To sensitize all staff about the rules and regulations, quality management and implications of non-adherence of the same.
- X. Issue Unique Identification Number/Identity Cards to all staff.
- XI. Obtain police verification reports of all the staff.
- XII. To meet the Boarders from time to time on daily basis to know and solve their problems. Ensure that the boarders do not indulge in undesirable activities such as ragging, physical assault, damage to hostel property, causing inconvenience to other inmates etc., and make them aware that non-compliance of any of the rules and regulation of the hostel may lead to punishment like expulsion from the hostel.(Take regular updates).
- XIII. Engage Peer Leaders/Room Monitors.
- XIV. To ensure an atmosphere in the hostel conducive to study as well as development of extra-curricular activities of boarders.
- XV. Must act as a role model for the boarders and endeavour to inculcate high moral values among them.
- XVI. In case of any untoward incident or any other related matter he should act promptly and adopt protocols/mechanisms shared by Department and share information/report to the supervisory officer within the specified timeline.
- XIX. Give permission to the Guests (parents of the boarders/inspecting officials) to meet the student inmates in the hostel on the request of the boarders/authorities on case to case basis.
- XX. To address grievances of parents in accordance with the Rules and regulations of the hostel.
- XXI. Co-operate with Officials who are authorized to make monitoring/surprise visits to the hostels.

XXII. Place a complaint/suggestion box and institute a mechanism to redress grievance of the boarders in an efficient manner.

XXIV. Ensure proper functioning of CCTVs wherever installed with due adherence to SOPs.

XXV. Attend different meetings and capacity building programs organized by the Department/SCSTRTI for effective and efficient management of the hostel.

2. Name of the Position : Hostel Warden
Location : Post Matric Minority at 03 Locations of Gajapati District 1. in front of K.V. Gumma, 2. at Govt. (SSD) HSS, Mohana 3. B.Laxmipur, Siali, Kasinagar.

i. The role of the Warden in the hostel is to assist the Assistant Superintendent in day today functioning of the hostel.

II. The Warden is to stay inside the hostel in a room earmarked for him.

III. To ensure cleanliness of dormitory, toilet, bathroom, hostel surroundings taking the aid of CCAs/Support Staff/Watchman etc.

IV. Check entry of any unauthorized person, into the hostel premises.

V. To Liaison with ailing girl boarders and ANM. If need arises inform Asst Supt/Superintendent for imitate shifting of sick boarders to local Government Hospital for higher treatment.

VI. To take personal care of the ailing boarders for treatment.

VII. To ensure that boarders don't remain in hostel during school/college hours and shall attend to girls who are sick/return to hostel.

VIII. To ensure that Hostel rooms should be locked during normal college/school time

IX. Maintain a first aid kit to address to emergency health problems of the boarders for treatment.

X. Will accompany sick boarders to hospital.

XI. Ensure regular health screening of the boarders and maintain the health card of each of the boarders with the help of ANM/mobile health unit of local Health Authority.

XII. During night after closure of the day's business monitor the presence of each of the boarders by making personal round to the hostel rooms.

XIII. He will keep the keys of the hostel with him.

XIV. Keep a record of the absentee boarders.

XV. He will maintain inventory stock register and will periodically check the furniture, cots, lights, water points, bathing spots, kitchen rooms, damaged electrical wiring, roof leakage etc. and bring to the notice of the superintendent if there is anything wrong.

XVI. Immediately report if there is sudden behavioural changes of inmates especially if one is upset emotionally/subjected to depression.

- XVII. Supervise student's arrival and departure.
- XVIII. Ensure proper storage of necessary items/assets of the hostels.
- XIX. Ensure adolescent boarders use incinerators/ or properly dispose of sanitary napkins.
- XX. Ensure locking of the hostel gate by security personel at night and keep proper vigilover boarders (surprise checks)
- XXI. Ensure proper upkeep of Hotline Phone, CCTV, RO/Aqua guard, TV, and other assetsand items installed/provided in the hostels.

3.Name of the Position : Support staff

Location : Post Matric Minority at 03 Locations of Gajapati1. in front of K.V. Gumma, 2. at Govt. (SSD) HSS, Mohana 3. B.Laxmipur, Siali, Kasinagar.

- I. The role of a support staff in the hostel is to assist the Assistant Superintendent & Warden in day to day functioning of the hostel
- II. To assistcleanness the area in and around kitchen, dining area dormitory, toilet, bathroom, corridor and hostel campus.
- III. Assist the Warden in locking the rooms of the boarders during school time.
- IV. Bring to the notice of Warden, if there is anything wrong with the furniture, cots, lights, water points, bathing spots, kitchen rooms, electrical wiring, roof etc. and supervise student's arrival and departure and maintain in and out register.
- V. To have close watch over persons coming and going out of the hostel. Should neither allow any unauthorized person to enter into the hostel nor entertain any outsider inside the hostel campus.
- VI. Facilitate boarders to meet their parents/guardians only on the days specified by theSuperintendent only with the written permission of the Asst. Superintendent or Warden.
- VII. Take special effort to see that boarders don't use gutka, pan masala or things of the like in the hostel campus,
- VIII. Immediately report to the Asst. Superintendent or Warden if sudden behavioural change is noticed in any of the boarders especially if one is upset emotionally orsubjected to depression.
- IX. To ensure proper upkeep of CCTV, RO/ Water Purifier, TV and other assets and items installed in hostels.

4.Name of the Position : Security service staff
Location : Post Matric Minority at 03 Locations of Gajapati District 1. in front of K.V. Gumma, 2. at Govt. (SSD) HSS, Mohana 3. B.Laxmipur, Siali, Kasinagar.

- I. To ensure that dogs, cows, kittens do not enter in to the campus.
- II. In each shifts one has to be at the main gate and maintain the gate entry-exit book.
- III. To stay inside the hostel 24x7 days beyond during their duty hour at gate.

5.Name of the Position : Watchman
Location : Post Matric Minority at 03 Locations of Gajapati District 1. in front of K.V. Gumma, 2. at Govt. (SSD) HSS, Mohana 3. B.Laxmipur, Siali, Kasinagar.

- I. Take the entry of any unauthorised person in to Hostel
- II. Hostel room should be locked during college hour.
- III. During night after closer of day business monitor presence of each of the boarders by making personal round of the hostel room alone or with Asst. Superintendent /Hostel Warden.
- IV. Ensure locking of the hostel gate by security guide at night and keep a proper vigil (Surprise check)
- V. Ensure proper upkeep of RO/Acquaguard/TV and other assets and items installed/provided in hostel.
- VI. He will keep the keys of the hostel with him.
- VII. Keep the record of the absentee boarders.
- VIII. Will accompany sick boarders to hospitals.
- IX. To obey all the instruction of Hostel Superintendent/Asst. Superintendent / Hostel warden.

6.Name of the Position : Mess Management service
Location : Post Matric Minority at 03 Locations of Gajapati District 1. in front of K.V. Gumma, 2. at Govt. (SSD) HSS, Mohana 3. B.Laxmipur, Siali, Kasinagar.

CCA shall perform the following duties.

- I. Receive ration (Grocery and Vegetables) for cooking on daily basis from the Superintendent/Hostel Warden.
- II. Cook food as per the menu in time.
- III. Serve the food on time to boarders.
- IV. Leftover food is not to be kept in kitchen or hostel premises and served to the boarders.

- V. Again, he should bury the waste food at a distance place away from the cooking place and living area.
- VI. Wastes like vegetable peels, rice starch etc. can be used to make bio-fertilizer for kitchen garden of the hostel
- VII. Maintain a kitchen garden and water them along with other staff of Hostel regularly.
- VIII. Wash the utensils used for cooking properly before next use
- IX. Maintain personal hygiene (fingernails regularly trimmed/hair combed and properly tied/Must not chew tobacco, betel, khaini etc.) during preparatory work, cooking and
- X. serving should use apron, cap and mask while cooking and serving.
- XI.

Form 1 : Cover Letter (Technical Bid)

Tender Call Notice No. _____ Date: _____

To

The District Welfare Officer, Gajapati

Subject: Submission of the Technical bid for selection of HR Service Provider for hiring manpower for Post-Minority Hostel at 03 Locations of Gajapati District 1. in front of K.V. Gumma, 2. at Govt. (SSD) HSS, Mohana
3. B.Laxmipur, Siali, Kasinagar..

Dear Sir/Madam,

We, the undersigned, offer to provide our services to the office of the District Welfare Officer, Gajapati on your Tender Call Notice vide no.

Dated We are hereby submitting our proposal, which includes this Technical Bid and the Financial Bid sealed in separate envelopes.

We hereby declare that all the information and statements made in this Technical Bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of the tender document. We would hold the terms of our bid valid for 180 days as stipulated in the tender paper document.

We understand you are not bound to accept any tender you receive.

Yours sincerely

Location:

Date:

Authorized Signature (In full and initials)

Name and Designation of Signatory

Name of Firm:

Address:

Form 2: Particulars of the Bidder

Tender Call Notice No: _____, Date: _____

1. Name of the Organisation:		
2. Legal Status of Organisation		
3. Address of Corporate/ National Office		
4. Address of Office in Odisha		
5. Telephone No. Fax No.		
6. Email Address		
7. Website		
8. Registration No. of Certificate of Incorporation & Date		
9. No. of years organization has been in existence (as on 1 st April 2024)		
10. Service Tax Registration No. & Date of Registration		
11. Permanent Account Number of Income Tax & Date of Regn.		
12. Registration No. of Labour Regn. Certificate & Date of Regn.		
13. Registration No. of EPF Regn. Certificate & Date of Regn.		
14. Registration No. of ESI Regn. Certificate & Date of Regn.		
15. No. of years of experience as HR service provider (as on 1 st April 2024)		
16. Date of first assignment as HR service provider (dd/mm/yyyy)		
17. Date of first assignment as HR service provider for Govt. Dept. (dd/mm/yyyy)		

18. Annual Turnover (Rs.) for 3 years as below:

Year	Total Turnover
2023-24	
2022-23	
2021-22	
Average Annual Turnover	10 Crores

19. Details of experience of carrying out assignments as HR service provider in Govt. Sector/ Public Sector Undertaking/ Autonomous Bodies in chronological order for last 10 years.

Sl.	Financial Year	Description of Assignment as per Work Order	Name of Issuing Authority	Duration of Assignment			Value of Assignment (Rs.)	Work Order attached (Page no.)
				Start Date	End Date	Total Duration of Assignment in Months		

Note: The information provided in the above table must be supported by relevant work order copy.

Signature of the Tenderer
Date:
Place:

Company Seal

Form 3 : Document Checklist for Technical Bid

Sl.	Eligibility Compliance Document	Provided (yes/No)	Page No in the Technical Bid
1	Copy of Certificate of Incorporation / Registration/ Partnership Deed, MoA/ Bye-laws etc		
2	Copy of Service Tax Registration Certificate		
3	Copy of Income Tax PAN		
4	Copy of Labour Registration Certificate		
5	Copy of EPF Registration Certificate		
6	Copy of ESI Registration Certificate		
7	Copy of Audited Balance sheet and Profit & Loss Account as proof of Annual Turnover for the financial years 2020-21, 2021-22 and 2022-23		
8	Copy of Income Tax Return for the financial years 2020-21, 2021-22 and 2022-23		
9	Copy of Service Tax Return for the financial years 2020-21, 2021-22 and 2022-23		
10	Copy of work orders from the client		
11	Tender Paper Cost (DD No....., Amount:....., Bank:....., Date:.....)		
12	Earnest Money (DD No:....., Amount:....., Bank:....., Date:.....)		

Signature of witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

Form 4 : Self declaration of not being ineligible

On the Letter Head

I, Sri/Smt. _____ aged about _____ years
S/oD/o/W/o _____ Proprietor/ Partner/ Director of
M/s _____ At- _____ Po- _____
PS _____, District _____ do hereby solemnly declare
as follows:-

1. That pursuant to the tender call notice dt. _____ of the Office of the District Welfare Officer, Gajapati for selection of HR Service Providers for hiring manpower under Scholarship Management Unit at the District level, I/my firm/ company am/is an intended bidder to participate in the said tender process.
2. That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/ State Govt. Organisation or by any Public Sector undertakings of the State/ Central Govt.
3. That neither any criminal case nor any vigilance case is pending against me/my firm/ company before any forum.
4. That the facts stated above are true to the best of my knowledge and belief.

Signature of the Tenderer

Date:

Place:

Company Seal

Form 5: Cover Letter (Financial Bid)

To
The District Welfare Officer, Gajapati

Subject: Submission of the Financial Proposal for selection of HR Service Provider for hiring manpower for Post-Matric Minority Hostel at 03 Locations of Gajapati District 1. in front of K.V. Gumma, 2. at Govt. (SSD) HSS, Mohana 3. B.Laxmipur, Siali, Kasinagar.

Dear Sir/Madam,

We, the undersigned, offer to provide our services for selection of HR Service Providers for hiring manpower for Post-Minority Hostel at 03 Locations of Gajapati District 1. **in front of K.V. Gumma, 2. at Govt. (SSD) HSS, Mohana 3. B.Laxmipur, Siali, Kasinagar** in accordance with your Tender Document << tender paper No.>> dated << >> and our Bid (Technical and Financial Bid). Our Financial Bid is attached in Form 9.

All the prices mentioned in our Tender are in accordance with the terms as specified in the tender paper documents. We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section in the tender paper. All the prices and other terms and conditions of this Bid are valid minimum for a period 180 days from the date of opening of the Bid. Subject to further extended period as mutually agreed upon.

We hereby confirm that our prices do not include any taxes and duties.

We understand that the actual payment would be made as per existing tax rates during the time of payment.

We hereby declare that the information contained in the Tender is true and correct to the best of our knowledge and belief.

Thanking you,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Form 6 : Financial Bid submission Format

Tender Call Notice No: _____ Date: _____

1. Name of tendering manpower service provider:
2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc:

Sl. No	Man Power type	Monthly Rate per person								Remarks	
		Take Home remuneration	EPF		ESI		other statutory dues if any	Service Charge	GST		Total Per Person
			Employer's Share	Employee's Share	Employer's Share	Employee's Share					
1	Asst. Hostel Superintendent									Total per person including all statutory dues and Taxes as applicable	
2	Hostel Warden									do	
3	Support staff									do	
4	Security service staff									do	
5	Watchman									do	
6	Mess Management service									do	

The number of man powers may be decreased or increased basing on the admission of Students.

- Notes:
1. The total quoted rates by tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
 2. Remuneration of Rs.30,000/- /Rs.15000/-/Rs.12000/-/ Rs.15000/-/Rs. 15000/-/ Rs. 15000/- per month for Asst.Hostel Superintendent, Hostel Warden, Support staff, Security service staff, Watchman and Mess Management service respectively include the EPF/ESI contribution of employees share & Employers share per person and all applicable taxes.
 3. The payment shall be made on conclusion of the calendar month only on the basis of no'of working days for which duty has been performed by each manpower

Signature of witness
Date:
Place:

Signature of the Tenderer
Date:
Place:

Company Seal