

Berhampur University
Bhanja Bihar, Berhampur-760007 (Odisha)

No. 7561/Admn.II(NT)

Date 27/10/2020

EXPRESSION OF INTEREST

Expression of Interest (two bid system i.e. Technical Bid and Financial Bid) in a sealed cover (Superscribing each bid as "Manpower Services to Berhampur University") are invited from registered Man Power Supply Agencies/Service Providers to provide the Services of Driver (HV), Driver (LV) and Data Entry Operator (DEO) for a period of eleven months on outsourcing basis for day to day official work.

The Expression of Interest (complete in all respect) alongwith required document as per terms and conditions should reach the Office of the Registrar, Berhampur University on or before 21.11.2020 by 3.00 P.M. The Technical Bid shall be opened on the same day at 1.30 P.M in the office chamber of the Registrar. The opening of the Financial Bid shall be determined on finalization of Technical Bid. The Man Power Supply Agencies/Service Providers or one of their authorized representatives may remain present during opening of the tenders. The University reserves the right to accept or reject any tender without assigning any reason thereof.

The detailed information relating to the Bid for Outsourcing of Services, Terms and Conditions, Agreement, etc. can be downloaded from the Berhampur University website: www.bamu.nic.in on or after 05.11.2020.

By Order

Ranjan Kumar Biswal
Ranjan Kumar Biswal

REGISTRAR

Date

27/10/2020

Memo No. 7562 (3) /Admn.II(NT)

Copy to:

- ✓ The Deputy Registrar, O.I.C, Acad. II, Berhampur University for information and necessary action with a request to publish the Expression of Interest Notice in the two dailies such as "NEW INDIAN EXPRESS" and "SAMBAD" only once in all Odisha Edition at I&PR rate on or before 03.11.2020.
2. The Comptroller of Finance, Berhampur University for information and necessary action.
3. Director, BPCC, Berhampur University for information and necessary action with a request to upload the Expression of Interest Notice along with other documents in the University website for wide circulation.

Ranjan Kumar Biswal
REGISTRAR

22.10.2020



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TENDER FORM

Cost of Tender Document Rs. 1,000/-

Annexure – I of V

PROFORMA FOR TECHNICAL BID

NOTE: Tenderer must read 'Instructions to Tenderers' and Terms and Conditions before filling the particulars in this part. Wherever necessary, the information furnished in the form must be substantiated with the self-attested photocopies of supporting documents:

1 Credentials of the Tenderers

1.1 Name of the Agency/ Company: _____

1.2 Registration No. and Year of Registration

(With documentary evidence): _____

1.3 Organization/Authority with whom the Agency has been

registered with _____

1.4 Office Address and Tel. No. _____

1.5 Type of Organization: _____

(Whether sole Proprietorship/Partnership/Private Limited or Cooperative body etc. attach proof)

1.6 Name(s) of the Proprietor/Partners' _____

2. Documentary Proofs

Sl. No.	Particulars	Attached (Yes/No)	Page/Appendix (If attached)
2.1	Proof of incorporation/inception of the Agency		
2.2	Registration for manpower supply		
2.3	Proof of Registration with the Labour Commissioner		

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2.4	Valid license from the respective State Government		
2.5	PF Registration Proof		
2.6	ESI Registration Proof		
2.7	PAN Card		
2.8	Income Tax Returns for the last three years		
2.9	Proof of Service Tax registration		
2.10	Satisfactory Performance certificate from at least three organizations where the Agency has supplied manpower during the last 5 years		
2.11	Annual turnover (At least for last three years) 2017-18: 2018-19: 2019-20:		
2.12	Mention mode of transaction/payment receipt from University		
2.13.	Any other relevant document/information		

3. Profile of the Agency

3.1 Past & Present Experience: Preferably for last five years, with recommendations/ satisfactory service certificate from employer(s), if any. [Attach extra sheets, if required]

Sl. No.	Year	Name of the Agency [WORK SITE]	Name of the Officer concerned in the Orgn./Tele.No.	From	To	No. of Personnel
a	2015 - 16					
b	2016 - 17					
c	2017 - 18					
d	2018 - 19					
e	2019 - 20					



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- 3.2 Has the Agency been ever debarred/black listed by any organization?
If 'Yes', the details thereof. _____
- 3.3 Details of award/certificate of Merit etc. received from any Agency.
(Please attach Copy of certificates) _____
- 3.4 Staff strength presently available in the Agency
- a) Driver (HV): _____
 - b) Driver (LV): _____
 - c) Data Entry Operator: _____
 - d) Others: _____
- 3.5 Time and type of training imparted to the manpower in the past with documentary proof
(Enclose extra sheet if required):

4. **Payment Details:**

4.1 Cost of Tender form:

Amount	Rs. 1,000.00
D.D. No. & Date	
Issuing Bank & Branch	

4.2 Earnest Money:

Amount	Rs. 50,000.00
D.D. No. & Date	
Issuing Bank & Branch	

Name & signature of the proprietor/ authorised signatory with official stamp/seal and complete office address and telephone numbers

Place:

Date:

For important Terms & Conditions and instructions please see Annexure III & IV.



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TENDER FORM

Annexure – II of V

PROFORMA FOR FINANCIAL BID

1. The Wage Rates of Manpower (Driver-HV, Driver-LV and Data Entry Operator) Quoted/Paid by the Agency should not be less than those presently applicable under Minimum Wages Notification as amended from time to time. The rates quoted should be inclusive of all allowances, and statutory levies, etc.

CATEGORY

NET PAYABLE FOR 8 HRS. DUTY
PER PERSONNEL PER MONTH
(INCLUSIVE OF ALL)

Manpower Type	Monthly Rate per Person						
	Take Home Remuneration	EPF	ESI	Other Statutory dues, if any	Service charge	Service Tax	Total Per Person
Data Entry Operator							
Driver (HV)							
Driver (LV)							

2. Any other component or condition which the tender would like to add

Name & signature of the proprietor/ authorised signatory with official stamp/seal and complete office address and telephone numbers

Place:

Date:

For important Terms & Conditions and instructions please see Annexure III & V.

Berhampur University, Bhanja Bihar, Berhampur – 760007, Odisha.
Tel . (0680) 2343234(Off); 2343234(Fax). Website: www.bamu.nic.in



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Annexure -III of V

TERMS AND CONDITIONS

1. The agency/Company should have State presence with at least twenty-five employees deployed throughout the country
2. The agency/company should have a local Office at Berhampur (Ganjam), Odisha.
3. The agency should have an annual turnover of at least **Rs. 20 lakhs** for last financial year (2019-20)
4. The agency/Company should have all up to date statutory registrations (PF, ESIC, BONUS, Gratuity, etc.)
5. The agency/Company should have minimum 3 years of experience.
6. Scope of the work includes Driving of University Vehicles and Data Entry Work of the University.
7. The successful bidder will have to enter into a legal contract/agreement with the University before rendering its services to the University. The contract agreement shall initially be for a period of **eleven months**, which could be further extended by the University on **eleven months** basis subject to maximum of three years, based on satisfactory services and mutual agreement.
8. Offers to be submitted by each tenderer in Two separate sealed packets.
9. Packet 1- will contain Technical Bid on the prescribed format (as per Annexure-I) for which this envelope should be clearly superscribed as "Technical Bid". This envelope should also contain two separate SBI Demand Drafts/Bank Drafts/Challan of **Rs. 1,000/-** as the cost of the Tender Form and **Rs. 50,000/-** as the Earnest Money. The DD should be drawn in favour of the Comptroller of Finance, Berhampur University payable at SBI, Bhanja Bihar.
10. Packet 2- will contain only Financial Bid on prescribed format (as per Annexure-II) for which this envelope should be clearly superscribed as "Financial Bid".
11. Both Packet-1 of Technical Bid (with both Demand Drafts/Bank Drafts inside) and Packet-2 of Financial Bid should be sealed separately and both of these packets be kept inside one main envelope & superscribed as "**Expression of Interest for Providing Manpower Services**" and addressed to: **The Registrar, Berhampur University, Berhampur, Odisha** should reach the Office of the Registrar, Berhampur University on or before **21 November 2020 and should be sent by Registered/Speed Post only**. Applications received beyond the stipulated date shall be summarily rejected.
12. At the first stage- only Technical Bids of the tenderers shall be opened **at 3.30 pm on 21 November 2020** in the presence of the tenderers, who may like to be present.
13. Financial bids shall be opened later in respect of only those tenderers, which will be found technically suitable as per the norms laid down by the UNIVERSITY.
14. Technical Bid and Financial Bid should be signed by the Proprietor or authorized signatory of the Agency.
15. The wages shall be for 8 hrs. duty inclusive of holidays, weekly offs and leave of all types as given to the **Drivers/DEO** by the agency.
16. The Agency shall ensure that the wages of the Manpower Quoted/Paid by them should not be less than those presently applicable under Minimum Wages Notification, as amended from time to time. All rates quoted should be inclusive of all allowances, and statutory levies, etc.



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17. While quoting its rates in the Financial Bid, the Agency must ensure to quote the same inclusive of all and submit a detailed component-wise break-up of the total wages for each category of personnel shall have to be compulsorily on a separate sheet, duly stamped and signed, following which no request for adding any other component (obligatory or otherwise) shall be considered by the University on whatsoever ground and under these circumstances, the Agency shall be liable to remit the same to the concerned beneficiary.
18. The Agency will not suo moto claim any increase in the WAGES or any other allowances during the contract period unless it has been duly notified by the government. The Agency will be solely responsible in regard to LEGAL OBLIGATIONS on Manpower employed by it and deployed with the University.
19. Additional Manpower (Drivers/DEOs), wherever and whenever necessary, will have to be provided to the University, even at a short notice.
20. Verification of character and antecedents of the Manpower through POLICE and submission of report to the University shall be the responsibility of the Agency.
21. Manpower once posted shall not be changed without prior permission of the University.
22. The University shall not provide any accommodation, transport, canteen or medical facilities to the Manpower.
23. Losses caused to the University due to negligence/lapses/denigration on the part of Manpower engaged by the Agency will be recovered from the concerned Agency.
24. After awarding the work contract, if the Agency fails to provide the desired strength of Manpower as described in the work order/contract, the offer of contract will automatically stand cancelled without any notice and the total earnest money will be forfeited.
25. The selected agency shall have to execute an agreement on non-judicial stamp paper of Rs.100/-[or of applicable amount] which will be signed by both the parties in the presence of two witnesses of the University.
26. The Contract agreement shall initially be valid for a period of eleven months but can be extended further up to a maximum period of 33 months on eleven-months basis subject to mutual agreement and satisfactory services & performances, to be reviewed by the University every year.
27. The authorities of Berhampur University, Berhampur, Odisha reserves the right to reject or accept any or all the tenders with or without assigning any reason thereof.
28. The University shall not be responsible and accountable on account of any postal delays/lapses for tenders being sent through post.
29. The tender document shall only be made available online through Berhampur University Website (**www.bamu.nic.in**) but has to be submitted offline only by downloading the same from the website. No separate Tender document/form shall be made available offline at any of the Offices of Berhampur University, Berhampur, Odisha or elsewhere.

Acceptance of the Tenderer:

The terms and conditions enumerated in the form, from Sl. No. 01 to 29 above have been read and understood by me/us and are acceptable to me/us.

Signature of the Proprietor/ authorised signatory of the Agency with Stamp/Seal and Complete Address and Telephone no(s).



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Annexure – IV of V

INSTRUCTIONS TO THE TENDERERS

1. Berhampur University, Berhampur, Odisha requires the following manpower:

Manpower Type	Nos.	Educational Qualification	Working Hours
Data Entry Operator	2 (Two)	Graduate with PGDCA or equivalent qualification in Computer Application Well conversant with Computer operation and essentially well trained in MS-OFFICE, INTERNET	8 hours and as per requirement
Driver (HV)	1 (One)	10 th Pass with valid Driving Licence.	8 hours and as per requirement
Driver (LV)	2 (Two)	10 th Pass with valid Driving Licence.	8 hours and as per requirement

However, the total number of personnel required may reduce or increase during any part of the Agreement period, as per requirement of the University.

2. Additional manpower, if any required, by the University, shall be on the same/existing rates terms and conditions as per the contract agreement.
3. All documents/credentials submitted by the Agency/Tenderer in support of his/her Tender document should be duly attested by the Proprietor/Authorised Signatory of the Agency.
4. Payment of the bills shall be released on monthly basis after receiving a satisfactory duty completion/performance report of all the Manpower from the concerned Designated Officer/ Officer-in-Charge of Vehicles of the University. The Agency should submit its bill in the first week of every month along with proof of ESI, PF, Service Tax receipt and the payment for this will be released to the Agency through account payee cheque only, within 15 days from the date of submission of the bill.
5. The Agency shall invariably have to submit to the University-copy of challans/receipts of PF, ESI and Service Tax remitted by them at every interval in respect of all the Personnel so deployed by them.
6. TDS and other taxes as applicable will be deducted from the Agency's bill as per Govt. instructions from time to time.
7. University shall have the right to ask the Agency to replace any person with or without assigning any reason whatsoever and the substitute shall have to be provided by the Proprietor immediately.
8. The personnel to be provided by the Agency should be physically and mentally fit for performing the duties and **shall not be below 21 years and above 32 years of age.**



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9. The Agency shall deploy Indian nationals only. All the persons to be provided should have good moral character and antecedent verification should be carried out from the concerned authority by the agency and the copies of the report be made available to the University. The agency will ensure that no criminal case be pending against any of the persons so deployed by him with the University.
10. The Agency will have to supply the Manpower within 15 days from the date of award of contract or as mutual agreed upon.
11. The University, through its Designated/Authorized Officer shall be at liberty to check any time the deployment of the personnel by the Agency and in case of any absence/fault/lapse, shall deduct the wages of the absentee personnel/damages from the monthly payment made to the agency and may also impose penalty as deemed fit by it. The decision of the Vice Chancellor, Berhampur University shall be final in this regard.
12. The Proprietor shall pay wages to the Manpower deployed by him as per the wage structure quoted by him in the Tender Document. This should however be not less than the applicable wages as approved under the Minimum Wages Act 1948 and shall also ensure timely payment of wages as per the Payment of Wages Act 1936 of Govt. of India.
13. The University will not be liable to pay any amount other than settled in the contract. Any payment under the provision of the Workman Compensation Act 1923, ESI Act, 1948, Payment of Gratuity Act, 1972 and Employees' Provident Fund and Miscellaneous Provisions Act 1952, Payment of Bonus Act 1965 and/or any other statutory liability shall be made by the Proprietor of the Agency and related challans/receipts must be enclosed with the monthly bill. The agency shall be solely responsible and liable for his personnel under the provisions of Contract Labour (Regulation & Abolition) Act 1970. A certificate to this effect will have to be submitted invariably every month to the University by the Proprietor in respect of manpower deployed by him. The certified copy of challans should be submitted along with the monthly bills of the ensuing month.

Read and accepted

(Signature & Stamp/Seal of the Proprietor/authorised
signatory of the Agency)



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Annexure - V of V

CRITERIA FOR EVALUATION

Evaluation of Technical Proposals

In the first stage, the technical Proposal will be evaluated on the bases of bidder's fulfilment of eligibility criteria. Only those bidders whose Technical Proposals becomes responsive based on the eligibility criteria, shall qualify for further detail technical evaluation for presentation and award of marks based on the following Criteria :

Sl. No.	Criteria	Maximum Marks	Criteria
1.	Years of Business Experience (Registration of Firm)	10	<ul style="list-style-type: none">• ≥ 3 years ≤ 5 years: 5 Marks• > 5 years ≤ 7 years: 7 Marks• > 7 years : 10 Marks
2.	Similar Experience No. of contracts awarded and successfully executed in last three years with State Govt./Central Govt./Semi Govt./Govt. owned Societies/Corporations	10	<ul style="list-style-type: none">• 2 to 5 nos.: 5 Marks• 5 to 10 nos.: 7 Marks• 10 above: 10 Marks (Self-Attested copies of Agreements/Work Orders are to be furnished along with the technical proposal)
3.	Performance Certificates from previous assignments during last 3 years	05	<ul style="list-style-type: none">• Satisfactory Work Performance Submitted: 5 Marks• Or otherwise: 0 Marks
4.	Average Annual Turnover (last three years i.e. 2017-18, 2018-2019 and 2019-20):	15	<ul style="list-style-type: none">• $> \text{Rs. } 20 \text{ lakh} \leq \text{Rs. } 50 \text{ lakh}$: 5 marks• $> \text{Rs. } 50 \text{ lakh} \leq \text{Rs. } 75 \text{ lakh}$: 10 marks• $> \text{Rs. } 75 \text{ lakh} \leq \text{Rs. } 1 \text{ Crore}$: 15 marks
5.	No. of staffs engaged in last 3 years (Avg. of last three years) : 2017-18, 2018-19 and 2019-20 (to be determined from the work order / contract copies - (Details to be furnished)	10	<ul style="list-style-type: none">• ≥ 20 up to 29 persons: 5 Marks• ≥ 30 up to 49 persons: 7 Marks• 50 and above persons: 10 Marks
Total:		50	

Financial proposal shall be opened after the technical evaluation is completed and only those bidders who score at least 30 marks or more in technical evaluation shall qualify for financial bid opening. In the financial bid, the bidder with the lowest price shall be awarded with the Contract.

Evaluation of Financial Proposal:

The total price (exclusive of GST) as per Financial Bid shall be considered for price evaluation. However, in case two bidders quote the same lowest price, then the agency with the highest mark in the technical bid shall be awarded the contract. However, if their technical mark also becomes equal, then in that case, the bidder having the higher annual average turnover shall be awarded the contract.

[Signature]
REGISTRAR 11.2020