

**Guideline / Instructions for finalization of tender**

These Guideline / instructions should be followed meticulously by the CSO-cum-District Manager, OSCSC Ltd. from the time of receiving of tender to finalization of the tender

**A. ISSUE OF ADVERTISEMENT AND SALE OF TENDER PAPER**

1. The advertisement inviting tender shall be issued in two leading Oriya dailies and one English daily. This shall be published through D.I. & P.R.O of the district.
2. The District Manager with approval of the Collector, shall decide the datelines for last date of receipt, Date of opening of tender and date of opening of financial bid. However, an indicative dateline is given in the table below for guidance.

<b>Important Datelines ( Indicative)</b>	
Date of publication of advertisement in the Newspaper	By 8 <sup>th</sup> of August 2011
Last date for receipt of tender document at the office of C.S.O.-cum-District Manager	By 23 <sup>rd</sup> August 2011 ( 15 days from the date of advertisement)
Date of opening of technical bid	On the last date of receipt of tender document.
Date of opening of financial bid of eligible bidders	By 27 <sup>th</sup> August 2011 ( within 3-4 days of opening of technical bid)

3. The interested bidders can obtain the tender document from the office of the CSO-cum-District Manager, OSCSC Ltd. on payment of Rs. 500/- towards cost of tender paper. Proper money receipt is to be issued to the bidder. The tender document can also downloaded by the tenderer from the district website.
4. Adequate copies of Tender document shall be kept in the office of CSO-cum-District Manager, OSCSC Ltd..
5. The D.I.O., NIC district unit shall be provided with the soft copy of the tender document for publishing the same in the district website.
6. All the pages of the Tender document issued to the bidder shall be signed by the CSO-cum-District Manager, OSCSC Ltd. or his authorized signatory in the space provided for “ *Signature of issuing officer*” in tender document.
7. Proper record shall be maintained of issue of tender documents.
8. The bidders who have downloaded the tender document from the website shall have to attach Rs. 500/- in shape of Demand Draft drawn in favour of CSO-cum-District Manager, OSCSC Ltd \_\_\_\_\_ along with the tender document.

## **B. HOW TO RECEIVE THE TENDER DOCUMENT :**

As mentioned in the tender document the Documents will reach in the office of the District Manager, OSCSC Limited through Registered Post / Speed Post / Courier only. The staff in charge of Diary Despatch section or the staff nominated by the District Manager shall receive the document in the following manner. Two steel boxes and two locks shall be purchased before receipt of the tender documents. One key of the locks shall be kept with the person in charge of receipt of the tender paper and the other one shall be kept with the District Manager.

- a) The authorized staff shall receive the document and enter in the diary register, the diary number and date shall be written down in the cover of the tender document with the initial of the staff in red ink.
- b) He shall keep the tender document in safe custody in the steel box in the room of District Manager. This shall be the sole responsibility of the staff dealing with it and the District Manager that the tender document should be safe.
- c) After completion of the last date & time for receiving the tender document the box containing the tender document shall be SEALED and the District Manager shall put his signature on it.

## **C. DATE OF OPENING OF TENDER**

These instructions should be followed while opening of tender documents :

1. All the tender papers shall be opened in the presence of tender committee.
2. One attendance sheet shall be made and signed by all the Members of the committee. Sample copy attached as **Annexure-A**.
3. One separate attendance sheet shall be prepared for the bidders / or their authorized representative present for the meeting. (The authorization letter of the authorized representative of the bidder shall be checked and collected from the representative, failing which they shall not be allowed to enter the meeting hall). Sample copy attached as **Annexure-B**.
4. The box containing the tender document shall be opened in front of all the Committee Members and the service providing agency or their authorized representatives.
5. The Committee members and Chairman to put their signature on the body of the main envelope before opening of the tender.
6. The main envelope will be opened. Out of this the envelope containing technical bid and financial bid will come out.

7. The envelope superscripting “**Financial Bid for Providing Manpower Services to CSO-cum-District Manager, Orissa State Civil Supplies Corporation Ltd.**” \_\_\_\_\_” shall not be opened and kept inside the main envelope and seal it in presence of the committee members and the bidders or their authorized representative and shall be kept in the custody of the District Manager concerned.
8. Only the envelope superscripting “**Technical Bid for Providing Manpower Services to CSO-cum-District Manager Orissa State Civil Supplies Corporation Ltd.** \_\_\_\_\_” will be opened and all the documents including the envelope to be signed by all the members and the Chairman of the committee.
9. All the documents attached with the technical bid shall be checked according to the checklist attached to the document. The committee shall verify the attested copies attached to the tender document along with the original document to be produced by the bidder / his authorized representative. The committee shall record the result of their verification in a separate sheet and put their signature on the said sheet for further action. An indicative sheet is attached at **Annexure-C**.
10. The tender document of the Manpower Service Provider shall be rejected if following documents are not submitted along with the tender document.

Name of the Document
Money receipt / Demand Draft towards cost of Tender Document
Earnest Money Deposit (EMD)
Attested copy of Registration of the agency;
Certified copy of the statement of bank account of agency for the last three years;
Attested copy of PAN / GIR Card;
Attested copies of the IT return filed by agency for last three years
Attested copy of Service Tax registration certificate;
Attested copy of the E. P.F. registration letter / certificate;
Attested copy of the E.S.I. registration letter / certificate;
Certified documents in support of the Financial turnover of the agency;
Affidavit from Notary Public declaring firm is not blacklisted.

11. At the time of verification, if any discrepancies noticed in the documents attached to the bid, the bidder / authorized representative shall be informed verbally in the committee meeting.
12. The Documents attached with the technical bid shall be verified by the Tender Committee according to the checklist attached with the tender document. The committee shall satisfy themselves with the authenticity of the documents. The bidders who have furnished all the documents asked for and the documents have been verified to the satisfaction of the committee shall be considered as eligible in technical bid. The sample copy of the checklist is enclosed at **Annexure-D**. The Committee shall finalize eligible bidder of technical bid and prepare a proceeding

to that effect. The proceeding of the committee shall be approved by the Chairman of the Committee. The financial bid of the successful bidders in the technical bid shall only be opened.

13. The bidders successful in the technical bid shall be informed preferably through e-mail / fax to remain present in person or through their authorized representative on the date of opening of Financial Bid.
14. All the documents shall be kept in other box and will be in the safe custody of the District Manager concerned.

**D. OPENING OF FINANCIAL BID**

The opening of financial bid shall be done on the date stipulated for the same. Only the successful bidders in the technical bid shall be allowed to participate in the opening of financial bid.

1. One attendance sheet shall be made and signed by all the Members of the committee
2. One separate attendance sheet shall be prepared for the bidders / or their authorized representative present in the meeting. (The authorization letter of the authorized representative of the bidder shall be checked and collected from the representative, failing which they shall not be allowed to enter the meeting hall )
3. The box shall be opened again in front of the committee members and the bidders or their authorized representative present.
4. The main envelope shall be opened and the envelope superscripting "**Financial Bid for Providing Manpower Services to CSO-cum-District Manager, Orissa State Civil Supplies Corporation Ltd.**" \_\_\_\_\_" shall be drawn out and opened, all the Members of the tender committee and the Chairman shall put their signature on all the documents of the Financial Bid.
5. **No overwriting or cutting is permitted in the Financial Bid Form, hence, in such cases the tender shall be summarily rejected by the committee.**
6. The District Manager with the permission of Chairman shall prepare a comparative statement (sample copy attached at **Annexure-E**). All the committee members including the Chairman shall put their signature on the comparative statement and prepare a proceeding to that effect. **Any tenderer not quoting uniform rate in the price bid shall be rejected by the Committee.**
7. In the tendering process the following scenarios may arise. District are to act upon as per instructions given below :
  - a. *No bidders submit tender or all the bidders are disqualified in the technical bid* - District Manager is to report to Head office of OSCSC Ltd. immediately.

- b. *Single tender is received or the tenders submitted except one are disqualified in technical bid* - Tender is to be rejected and OSCSC Head office to be intimated immediately.
- c. *Two or more tenderers have quoted same rate* – Tender may be finalized after negotiation with those tenderers.
8. The final selection of Service Providing Agency along with comparative statement shall be put up before the Collector & District Magistrate for approval. ( in case where Collector is not chairing the committee)
9. All the tender documents shall be kept in safe custody of the District Manager.
10. Approved copy of the final selection shall be sent to the Head office of OSCSC Ltd. for information.
11. The Draft agreement for execution with the successful tenderer is being sent to the district separately.

#### **E. PERFORMANCE SECURITY DEPOSIT**

The successful Service Providing Agency shall furnish performance security deposit as indicated below. The District Managers are to fill up the **Point No.10 of page-5 and Point No. 35 of page 18 of the tender document accordingly while issuing the tender document.**

Sl No.	Name of the District	Amount of Security Deposit.
1	Ganjam, Mayurbhanj, Keonjhar, Sundargarh, Bargarh, Sambalpur, Kalahandi, Bolangir, Bhadrak, Khurda, Nuapada, Koraput, Rayagada & Sonepur	Rs. 50000/- (Fifty thousand only) for each district.
2	Angul, Balasore, Jajpur, Cuttack, Jharsuguda, Puri, Nabarangpur, Malkangiri, Gajapati, Kandhamal, Nayagarh, Dhenkanal, Kendrapada & Jagatsinghpur	Rs. 35000/- (Thirty five thousand only) for each district.
3	Boudh & Deogarh	Rs. 20000/- (Twenty thousand only) for each district.

**SAMPLE COPY**

ORISSA STATE CIVIL SUPPLIES CORPORATIO, \_\_\_\_\_ District

## COMPARATIVE STATEMENT of FINANCIAL BID

Name and address of the Agency	Service charge quoted											
	Assistant Programmer	Office Assistant	Junior Accountant	Data Entry Operator	Jr. Steno	Dusting Operator	SA-cum-GA	Security Guard (Armed)	Security Guard (Non-Armed)	Kantawalla	Sweeper	Peon
ABCD	200	200	200	200	200	200	200	200	200	200	200	200
QRST	220	220	220	220	220	220	220	220	220	-	-	-
EFGH	250	250	250	250	-	-	-	-	-	-	-	-
HIJK	-	-	-	-	-	300	300	300	300	-	-	-
XYZ	-	-	-	-	-	275	-	-	-	275	275	275
MNOP	-	-	-	-	-	-	-	280	280	280	280	280

*Member**Member**Member**Member**Chairman**Approved**Collector, \_\_\_\_\_*

Attendance Sheet of members present in the District Level Tender Committee meeting held in  
the office chamber of \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ AM/PM  
to finalise Technical Bid / Financial Bid.

Sl No.	Name and Designation of the Officer	Signature of the Officer
1	Sri _____, (Name) _____ (Designation)	
2		
3		
4		
5		

*Attendance Sheet for the Bidders or their authorized representatives  
present in the District level Tender Committee meeting held in the office chamber  
of \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ AM/PM  
to finalise Technical Bid / Financial Bid*

<i>Sl No.</i>	<i>Name and Designation of the Bidder / Representative</i>	<i>Signature of the Bidder / Representative</i>
1	Sri _____, (Name) _____ (Name of the Agency)	
2		
3		
4		
5		



**CHECKLIST**

**DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID**

Sl No.	Name of the Document	Put " ✓ " mark
1	Application – Technical Bid;	
2	Money receipt / Demand Draft towards cost of Tender Document	
3	Demand Draft for EMD	
4	Attested copy of Registration of the agency;	
5	Certified copy of the statement of bank account of agency for the last three years;	
6	Attested copy of PAN / GIR Card;	
7	Attested copies of the IT return filed by agency for last three years	
8	Attested copy of Service Tax registration certificate;	
9	Attested copy of the E. P.F. registration letter / certificate;	
10	Attested copy of the E.S.I. registration letter / certificate;	
11	Certified documents in support of the Financial turnover of the agency;	
12	Affidavit from Notary Public declaring firm is not blacklisted.	
13	Copy of the terms and conditions at pages..... in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.	

**Annexure-C**

**Sample copy**

**Statement on document filed in the tender papers for appointment of service providing agency in the District of \_\_\_\_\_**

Sl No	Name of the Manpower Service Provider			EMD Amount	Attested copies of documents / certificates furnished							Affidavit on "not black listed"	Remarks
	Name of the Firm	Proprietor/ Director	Partner/		Registr ation of Agency	Statement of bank accounts	PAN No.	IT Return	Service Tax registration	EPF registration	ESI registration		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

*Member*

*Member*

*Member*

*Member*

*Chairman*

Format for Identity Card to be issued by the Service Provider to the support staff.

<b><u>NAME OF THE SERVICE PROVIDER</u></b> <b><u>Address with telephone No.</u></b>	
IDENTITY CARD No _____	
Photograph	<b>Name</b> _____
	<b>Designation</b> _____
	<b>Place of work/District</b> _____
	<b>Contact No :</b> _____
	<b>Blood Group</b> _____ <b>Date of Issue :</b> _____
	<b>Valid upto :</b> _____
<b>Signature of the Card holder</b>	<b>Signature of the issuing Authority</b>

#### Instructions

1. This card is not transferable.
2. Please surrender this card on expiry / end of contract / resignation / removal from the service.
3. Loss / mutilation should be intimated to the issuing authority immediately.
4. Please display this card while entering in the work place.