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**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 19595 *** /F., Date 11-07-2023
FIN-COD-RULE-0001-2018

OFFICE MEMORANDUM

Sub.: Rate of Service Charge in Outsourcing of Services.....reg.

As no minimum rate of service charge has been prescribed, bidders are quoting zero or negligible service charge in respect of outsourcing of services. Hence, many a time, references are being received from various quarters for clarification in this matter.

2. In the meantime, Department of Expenditure, Ministry of Finance, Government of India has fixed the minimum rate of services charge vide OM No F.6/1/2023-PPD dated 06.01.2023.

3. Now, the State Government has been pleased to fix the following rate of service charge in outsourcing of services:

a. The minimum service charge shall be 3.85% (3% profit plus transaction charge);

b. The procuring entity can also fix the service charge above 3.85% with proper justification, whenever required. However, such charge should not exceed 7% in any case.

4. These instructions shall be deemed to be part of Odisha General Financial Rules.

This shall be effective from the date of issue.

By orders of the Governor,

L. Yam
11/07/23
Principal Secretary to Government



ସରକାରୀ ସ୍ୱୟଂଶାସିତ ମହାବିଦ୍ୟାଳୟ, ରାଉରକେଲା

ପୋ.ଅ.- ପାନପୋଷ, ଜି.- ସୁନ୍ଦରଗଡ଼, ଓଡ଼ିଶା - ୭୬୯୦୦୪, ଦୂରଭାଷ- ୦୬୬୧-୨୬୬୪୫୮୬

GOVERNMENT AUTONOMOUS COLLEGE, ROURKELA

AT/PO-PANPOSH, ROURKELA-769004, DIST-SUNDARGARH, ODISHA, INDIA

TELE/FAX- 0661-2664586 Email- principalgacr@gmail.com Website- <http://www.gacrkl.ac.in>

No. 3428/4ACR

Dt. 10.09.2015

TENDER CALL NOTICE

(PROVIDING MANPOWER SERVICES TO GOVT. AUTO. COLLEGE, RKL)

Two bids Sealed Tenders are invited for hiring of manpower mentioned below to Govt. Auto College Rourkela & other 3 New Degree Colleges. Interested firms can download the Tender Papers (both Technical and financial bids) from the College website i.e. <http://www.gacrkl.ac.in> and submit their offers in the given format duly filled and signed with required enclosures and documents BY SPEED POST/REGD POST.

SlNo.,	Tender for	Requirement
1	Supporting Staffs(Unskilled)	
	a)Security Guard	10
	b)Attendants	11
	c)Sweeper	07
2	Semiskilled	
	a)DEO cum Lib. Asst	01
	b)Lab.Asst(comp.Sc)	01

1.The Last date for submission of tender paper is 23-9-25 by 4.00P.M.

2.The Tenders will open in presence of all bidders or their representatives on 24-9-25 at 11.00A.M.

3.Bids found incomplete in any respect will be cancelled

4.The undersigned reserves the right to cancel any or all the tenders without assigning any reason their of

HOW TO APPLY

1-Download the tender papers(both Technical Bid and Financial Bid) and the Terms & condition from the College website .www.gacrkl.ac.in

2.Duly filled Technical Bid along with self attested copies of required documents duly signed terms and conditions and the duly filled financial bid should be sealed in separate covers and the cover duly super scribed as Tender document for Providing manpower to Govt.Auto College Rourkela.Both the sealed cover are to be put in a bigger cover which is also be sealed and duly super scribed and send by Speed post/Regd post in the following address.. The Tender papers submitted in any other means cannot be accepted.

Address

To

The Principal

Govt.Autonomous College

Panposh,Rourkela-769004

Dist-Sundergarah

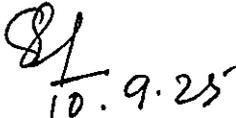
Odisha

3.The Technical Bid should contain the following:-

- a-Covering letters in bidders letter head
- b-Original Technical bid(duly filled in)
- c-Copy of Registration certificate of bidders
- d-Copy of PAN
- e-Copy of GSTIN
- f-Copy of IT return for last 3 years
- g-Copy of EPF/ESI registration letter / certificate
- h-Copy of Valid PSARA certificate for providing security personnel
- i-Authorisation for attending tender bid opening
- J-Undertaking in stamp paper(in prescribed format) that the firm has not been black listed by any central/state Govt. /any autonomous bodies during the recent past
- k-Undertaking in stamp paper(in prescribed format)for not having any Police case pending against the bidder
- l-Average Annual Turn over of the last three years(bidder has to submit the document duly certified byCA)
- l-Declaration
- m-Duly Signed Terms and conditions.

4-FINANCIAL BID SHOULD CONTAIN THE FOLLOWING:-

- 1-Covering letter in bidders letter head
- 2-Duly filled in Financial Bid


10.9.25
PRINCIPAL

GOVT.AUTO COLLEGE ROURKELA RKL-4

TECHNICAL BID

1-Name of Bidder :-

2-Full Address of Registered Office:-

3-Bank Details:-

4-PAN NO(Attach self attested copy)

5-GST IN (Attach self attested copy)

6-EPF Registration No(Attach self attested copy)

7-ESI Registration No(Attach self attested copy)

8-Please attach the copy of :-

- a)Valid Labour Licence Certificate(Self Attested)
- b) Valid PSARA License(If applied for security guard)
- c)Authorisation for attending Tender bid opening
- d)Under taking in stamp paper for not have been black listed by central /state Govt/any autonomous body during recent past(in Prescribed format)
- e)Undertaking in stamp paper for not having any Police case pending against the bidder
- f-Average Annual Turn over of the last three years(bidder has to submit the document duly certified byCA)
- g)Declaration form
- h)Duly signed Terms and conditions

Signature of bidder with date and seal

FINANCIAL BID

1-Name of the Manpower service Provider:-

2-Rate per person per month inclusive of all statutory liabilities,taxes,levies,cess etc

SINo.	Man power Type	Monthly Consolidated remuneration	EPF (13%)	ESI (3.25%)	Service charges	Total (3+4+5+6)	CGST9% On col7	SGST 9% On colm7	Grand Total (7+8+9)
1	2	3	4	5	6	7	8	9	10
1	Unskilled (Att,Sweeper,Security) Sweeper cum security	Rs.10100/-							
2	Semi skilled a)DEO cum lib.Asst b)Lab.Asst	Rs.12000/-							

1-The bidders to quote the service charges in pursuance to Finance deptt letter No.19595 /F dated 11-7-23 (Copy enclosed)

2-PSARA CERTIFICATE IS MENDATORY FOR SECURITY AND SWEEPER CUM SECURITY.

2-The monthly consolidated remuneration stated above for unskilled manpower is as per Govt.norms laid down in Govt.letter No.24875 /HE dated 18-6-22 and for semi-skilled manpower is fixed as per staff Council resolution.

3-In case of Tie for L1 bidder under the criteria of service charge, Turn over shall be taken into account for comparison and selection of L1

4-The payment of wages to deployed workers shall be made on completion of each calendar month by the service provider. The payment of wages must be made within the 1st week of every month positively by the service provider. After making payment of wages to the deployed workers, the service provider will raise the bill for preceding month along with the proof copy of all statutory deposit like EPF,ESI,,GST ,Salary slip of each worker along with bank statement and submit the bill for payment to college authority.

Signature of bidder with date and seal

UNDERTAKING FOR NON BLACK LISTING

(On the stamp paper of Rs.100(Rupees one hundred only) in shaper of Affidavit from the Notary regarding nonblack listing.)

I hereby undertake that our organisation has not been black listed /debarred by any of the central/state Govt. Deptt /office / public sector undertakings and any authority during the recent past.

Name and Designation.....

Signature of bidder with date and seal

Address :-

UNDERTAKING

(On the stamp paper of Rs.100(Rupees one hundred only) in shape of Affidavit from the Notary regarding not having any pending judicial proceeding for any Criminal offences.)

I hereby undertake that there is no criminal case pending in any court of law against the company or against the proprietor/partner/persons to be deployed by our company.

I further certify that proprietor/partner/persons deployed by our company have not been convicted of any offences in any court in India during the recent past

Name and Designation.....

Signature of bidder with date and seal

Address :-

DECLARATION

(ON THE BIDDER'S LETTER HEAD)

1-I Sri/Smt.....proprietor/partner have carefully read and understood all the terms and conditions of Tender and undertake to abide by them.

2-The Information and documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

3-I am well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Name and Designation.....

Signature of bidder with date and seal

Address :-

DETAILED TERMS AND CONDITIONS

- 1-The Contract for providing the aforesaid manpower is likely to a maximum period of one year.
- 2-The manpower service provider shall not be allowed to transfer or subcontract its rights and liabilities under this agreement to any other agency or organisation by whatever name be called without the prior written consent of the authority.
- 3-The requirement may further increased or decreased marginally during the period of initial contract and the tenderer would have to additional manpower services, if required on the same terms and conditions.
- 4-The man power service provider will be bound by the details furnished by it to the authority while submitting the tender or at subsequent stage. In case any of such document furnished by it is found to be false at any stage, it would be deemed to be breach of terms of agreement, making it liable to legal action besides termination of the agreement.
- 5-The authority reserves all the rights to terminate the contract of the agreement at any time after giving 15 day notice to the manpower service provider without any assigning any reason thereof.
- 6-The persons deployed shall be required to report for work to the office of the Principal Govt.Autonomous College, Rourkela and would leave as per the time fixed and may also require to work beyond the fixed time for which he/she would not be paid any extra wages. In case, the person deployed remains absent on a particular day or comes late or leaves early on three occasions ,proportionate deduction from the wages for one day will be made.
- 7-The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The authority shall by no way responsible for settlement of such issue whatsoever.
- 8-The authority shall not be responsible for any financial loss or any injury to any person deployed by manpower service provider in the course of their performing the functions / duties or for payment towards any compensation .
- 9-Incase of termination of this agreement on its expiry or otherwise, the persons deployed by the manpower service provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity nor they should treat themselves at par with the employees of the college.
- 10-The manpower service provider shall provide a substitute, if any deployed persons leaves the job due to his /her personal reason.
- 11-There must be separate dress code for workers like security and sweeper. The service provider must ensure that they are in their prescribed uniform while performing their duties.
- 12-During the agreement period if any negligence in duty is found or reported and then it will be viewed seriously and penalty of Rs.1000/-per day will be deducted from the monthly bill of the corresponding month. This penalty will be deducted from the service charge claimed by the service provider

13-DOCUMENT TO BE SUBMITTED BY THE SELECTED AGENCY BEFORE DEPLOYMENT OF MANPOWER

1-LIST OF MANPOWER SHORT LISTED BY AGENCY FOR DEPLOYMENT

2-THE BIODATA OF ALL PERSONS CONTAINING DATE OF BIRTH, MARITAL STATUS,ADDRESS ,EDUCATIONAL QUALIFICATION ETC.

3-IDENTITY AND ADDRESS PROOF

4-ANY OTHER DOCUMENT CONSIDERED RELEVANT

14-The Selected agency will execute an agreement with the authority on non-judicial stamp paper of Rs.100/- for a period of one year, in the prescribed format to be provided. The cost of the stamp paper is to be borne by selected agencies itself.

15-The selected Agency will have to deposit a performance security deposit of Rs.2,00,000/-(Two lacs only)in the form of Bank draft from any Nationalised Bank drawn in favour of the "Principal Government Autonomous College,Rourkela" covering the period of contract. The Performance security deposit is refundable without interest after successful completion of the contract .

16-The TDS shall be done as per the Govt.norms as amended from time to time.

17-The manpower service provider shall also be liable to deposit of all taxes levies cess etc on account of service rendered by it to the concerned tax collection authorities, from time to time as per the rules and regulation.

I agree with all the above terms and conditions

Name and Designation.....

Signature of bidder with date and seal

Address :-