
 सत्यमेव जयते Government of India	Government of India Ministry of Skill Development and Entrepreneurship Directorate General of Training Regional Directorate of Skill Development & Entrepreneurship 5th & 6th Floor, Dharmapad Bhawan (NSIC Building) Mancheswar Industrial Estate, Bhubaneswar – 751010 ODISHA	 Skill India कौशल भारत - कुशल भारत
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BID THROUGH GeM PORTAL FOR HIRING OF MANPOWER SERVICE (ACCOUNT CLERK – 01 NO) ON FIXED REMUNERATION BASIS

NAME OF WORK: - *Bid through GeM for hiring of Manpower Service (Account Clerk-01) for Regional Directorate of Skill Development and Entrepreneurship Odisha/National Skill Training Institute Bhubaneswar for a Period of Two Years.*

Last Date & Time of Submission	As per Bid Specification uploaded on GEM Portal
Date & Time of Opening	As per Bid Specification uploaded on GEM Portal
EMD Amount	As per Bid Specification uploaded on GEM Portal

Check list of documents (signed stamped and scanned copies to be attached)

Sl. No.	Document	Yes/No
1.	Bid document (all pages) signed by the authorized persons and stamped	
2.	Audited accounts statement (2017-18, 2018-19, 2019-20)	
3.	Registration/Incorporation certificate	
4.	E.M.D.	
5.	GST registration	
6.	ESIC Registration	
7.	EPFO Registration	
8.	PAN Number	
9.	Declaration as per annexure C	
10.	Copies of satisfactory completion of work / Work Order indicating value of contract and number of personnel / Work agreement duly signed by both parties are attached or Not.	

If the Answer to the above points are No, then the reasons for the same must be explained failing which the bid shall be treated as unresponsive and would be liable to be rejected.

GEM BID NOTICE

Bids for hiring Manpower Service (Account Clerk – 01 No) through Gem for both Mancheswar & Choudwar Campuses of Regional Directorate of Skill Development and Entrepreneurship Odisha/ National Skill Training Institute Bhubaneswar are invited from eligible Bidders/Agencies for a **Period of Two Years** and extendable upto one-year on the same terms and conditions subject to satisfactory performance and mutual consent of both parties.

Bidders have to deposit the Earnest Money Deposit (EMD) of **Rs.3,700/-** if applicable as mentioned in Bid, published in Gem Portal in the form of Demand Draft drawn in favour of **“Drawing & Disbursing Officer, National Skill Training Institute Bhubaneswar”** payable at **Bhubaneswar**.

The interested bidders should upload duly filled signed Bid form and their bids along with scanned copies of all the relevant certificates, documents, etc in support of their Technical Bids - all duly signed on the GEM portal on or before last date of BID.

Bid Documents are also available for viewing on the websites of Regional Directorate of Skill Development & Entrepreneurship Odisha i.e. <https://rdsdeodisha.dgt.gov.in>

**-Sd-
Regional Director**

Terms and Conditions of Bid

A. Estimated Bid Value: - Approx **Rs. 7.40 Lakh (Rupees Seven Lakh Forty Thousand only)** for Two years as given in GEM portal.

B. Period of Contract: -The Contract shall initially be for a period of Two years and may be extended further for a period of one-year subject to satisfactory performance, on the same terms and conditions.

RDSDE Odisha/NSTI Bhubaneswar reserves the right to terminate the contract at any time without assigning any reason thereof by serving one month's notice.

C. Earnest Money: EMD of **Rs. 3,700/-** (if applicable) as mentioned in Bid, published in Gem Portal, is to be deposited, in form of **Demand Draft drawn on any scheduled commercial bank** in favour of **“The Drawing & Disbursing Officer, National Skill Training Institute Bhubaneswar”** payable at Bhubaneswar by closing date & time of the bid published on Gem Portal. A scanned copy of the Bank Draft may be uploaded along with GeM bid.

Firm registered under MSME will be exempted from EMD as per existing guidelines.

D. ELIGIBILITY CRITERIA:

1. The bidder should be providing Manpower Service for a period of 3 years or more and should have completed at least one or more works in the Government (Central and State) / Government Institutions / PSU / Universities during 2015-16 to 2020-21:

- (i) One similar work at least 80% of the bid value OR
- (ii) Two similar work each at least 50% of the bid value OR
- (iii) Three similar work each at least 40% of the bid value.

2. The bidder must be registered in Requisite Labour Acts, GST, ESIC & EPFO.

3. The bidder must have a PAN number.

4. The Bidder Firm /Agency should have at least 3 years or more experience of providing Manpower Service under the Central / State Government including Institutions of Govt. of India / State Govt./ Central / State PSU or University or Institutes of National Importance like IIT or NIT etc. The prospective Bidder /Agency. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial Year till 31/03/2021.

5. Average Annual turnover of the Bidder/Agency during each of three financial years (2017-18, 2018-19 and 2019-20) should be as stipulated on GEM portal for current bid. The average annual turnover of bidders must be duly certified by the appropriate Chartered Accountant/Auditor/any other prescribed authority and it should be minimum **Rs. 4,00,000/- (Rupees Four Lakh Only)** per annum.

6. The bidder firm should not have been indicted for any criminal, fraudulent or anti-competition activity and not been blacklisted by any Govt. Departments//PSU etc **for which the bidder has to submit a Declaration to this effect signed by the authorized signatory of the Agency.**

7. In case of multiple L-1 Bidders, the preference would be given as per following:-

(1) Local vendors having their offices in Bhubaneswar shall be given preference over others;

(2) If multiple L1 Local Vendors are having their offices Bhubaneswar then L-1 Bidder having highest average annual turnover as well as work experience under the Central Government / Central Government Institutions during last 3 financial year 2017-18, 2018-19, and 2019-20 shall be given preference.

(3) In case a Non-local vendor becomes L1 Bidder, then that bidder has to give a undertaking to the effect that it shall open an office in Bhubaneswar within two months from the date of issue of work order failing which the work Order is liable to be cancelled.

H. DOCUMENTS TO BE UPLOADED:

Bidder firms which fulfill the above eligibility conditions may upload the technical bid along with the scanned copy of following documents failing which their bids may be rejected: -

- Copy of Audited Accounts Statement of annual turnover for last three financial years (2017-18, 2018-19 and 2019-20).
- Registration / Incorporation Certificate of firm.
- Scanned copy of EMD, if applicable
- Proof of registration with Labour authority, GST, ESIC, EPFO.
- Copies of satisfactory work order report in support of eligibility conditions.
- Copy of PAN No.
- Copy of the Undertaking about opening an office in Bhubaneswar if there is no office in Bhubaneswar.
- Scanned copy of the Bank Draft if applicable
- Scanned Bid Document containing all terms and conditions of the bid duly signed and Stamped by the bidder.

I. A complete set of hard copy of tender documents along with EMD must be submitted before last date of submission of tender as per Gem Portal to “**The Regional Director RDSDE Odisha Bhubaneswar, 5th Floor Dharmapada Bhavan (NSIC Building) Mancheswar Industrial Area Bhubaneswar-751010**”. Non-submission of hard copy of tender documents will be led to rejection of the application.

Note: Only Agencies except for Govt. companies / PSUs, etc. having Valid Registration under ESI, EPF & other statutory law required for providing Manpower Services shall apply. The Govt. Companies / PSUs must ensure that all the workers engaged by them must get benefits under ESI/EPF scheme & fulfill all other statutory requirements for this job.

OTHER TERMS AND CONDITIONS

Evaluation of technical and financial bid

- a. The Bidders are required to upload Technical bid as per Bid Specification uploaded on GEM Portal.
- b. Each and every page of attached document should be signed and stamped by bidder or its authorized representatives.
- c. The competent authority of RDSDE Odisha reserves the right to reject all or any Bid in whole, or in part, without assigning any reason thereof.
- d. Lowest financial bid will be evaluated based on overall lowest rate quoted by the bidder as per GEM guidelines.
- e. The earnest money shall be refunded to the unsuccessful Bidders after finalization of the contract. It shall be refunded to the successful Bidder on receipt of performance security deposit. No interest is payable on the EMD.
- f. The bid shall be valid for 60 days from the date of opening.
- g. Bids which are Incomplete or Conditional in any form may be rejected outrightly.
- h. In case the successful Bidder declines the offer of Contract, for whatsoever reason(s), their EMD shall be forfeited.
- i. A formal contract shall be executed/ entered into with the successful Bidder. In this contract, the successful Bidder shall be defined as Contractor.

Performance Security Deposit

The successful Bidder will have to deposit a Performance Security Deposit (PSD) i.e **Rs. 7,400/-** as per Bid Details on GEM in form of Bank Guarantee/Demand Draft/ fixed bank deposit of a scheduled commercial bank in favor of “The DDO NSTI Bhubaneswar” and valid upto 30-06-2023. If the contract is extended for third year then PSD shall have to be renewed upto 31-08-2024. The successful Bidder will have to deposit the Performance Security Deposit and execute the contract within 15 days of acceptance of Bid.

SCOPE OF WORK/JOB DESCRIPTION OF ACCOUNT ASSISTANT

Minimum Qualification: A graduate degree in Commerce or Accountancy

Experience: Minimum of One-year experience preferably in a Government of India office or organizations with experience working in PFMS, E-Lekha etc

Job Profile: -

- Invoice processing.
- Processing expense requests.
- Credit control.
- Cash book maintenance.
- Maintaining the purchase and sales ledgers.
- Banks reconciliation.
- Raising sales invoices.
- Preparation and Processing of Bills in PFMS
- Tax Payment including GST, Income Tax etc

Eligible Bidder has to submit at least one resume of candidate having required Educational Qualification & Work Experience.

One set of physical copy of quotation should submit at this office on or before the **last date of Bid published in Gem**. The Bid document is also available in Regional Directorate of Skill Development & Entrepreneurship Odisha i.e. <https://rdsdeodisha.dgt.gov.in>

Regional Director

TECHNICAL BID FORM

Sl. No.	Description	Educational Qualification & Experience	Wage Structure	Required No. of
1.	Account Clerk	Graduate in Commerce with one-year experience in PFMS operation in Govt organizations	Fixed remuneration @ Rs26000/- pm inclusive of all allowances.	01

Details of other organizations where similar contracts undertaken during last three years
(enclose supporting documents)

Sl. No.	Name & Address of the organization, contact no	No. of personnel supplied	Period of contract	Whether Govt/semi Govt/Autonomous bodies/PSUs/Industries etc. (pls specify)	Amount of contract	Reason for termination (if currently not valid)
1.						
2.						
3						

Terms and Conditions of the contract shall be governed as per criteria given under GeM contracts

TECHNICAL BID FORM- (To be filled up, signed and upload the scanned copy)

Name of work: **Providing Manpower Service (Account Clerk-01)**

Sl No.	Description of information	Details of information
1.	NAME OF BIDDING COMPANY / FIRM	
2.	NAME OF OWNER / PARTNERS/ DIRECTORS	
3.	ADDRESS OF OFFICE/OFFICES: FULL PARTICULARS OF OFFICE	
4.	ADDRESS WITH TELEPHONE NO., FAX NO. & E- MAIL ADDRESS	
5.	REGISTRATION DETAILS:	
	(A) GST NO.	
	(B) EPF REGISTRATION NO.	
	(C) ESI REGISTRATION NO.	
	(D) PAN NUMBER	
	(E) Others (pl. specifies)	
6.	BANK DETAILS	
	NAME AND ADDRESS OF THE BANK	
	ACCOUNTS NO.	
	IFSC CODE	

Sign of Bidder with seal

**DETAILS FINANCIAL STATEMENT, PROFIT AND LOSS STATEMENT DURING
LAST THREE YEARS.**

S. No.	FINANCIAL YEAR	INCOME	EXPENDITURE (Rs.)	NET PROFIT/LOSS (Rs.)
1.	2017-18			
2.	2018-19			
3.	2019-20			

**SIGNATURE OF OWNER/MANAGING
PARTNER/DIRECTOR/ AUTHORISED SIGNATORY**

DATE:

NAME:

PLACE:

SEAL:

Note :

*No overwriting /cutting and correction are allowed and such offers will be summarily rejected.

TECHNICAL BID CHECK-LIST

SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Sl.No	Description of requirement	Yes/No	Page No.
1	The firm is registered with the jurisdictional Labour Commissioner under provisions of contract labour Act and its validity date	Yes/No	
2	Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA.	Yes/No	
3	Companies Registration certificate or certificate of incorporation Of a Firm or Partnership Registration Deed as the case may be.	Yes/No	
4	Registration certificate of jurisdictional Provident Fund Commissioner along	Yes/No	
5	Copy of Registration certificate/allotment letter of GST	Yes/No	
6	Copy of Registration certificate/allotment letter PAN from Income Tax	Yes/No	
7	Registration certificate of ESI	Yes/No	
8	Proforma containing details of other organization where such contracts were/are undertaken (attach supportive documents)	Yes/No	
9	DD as EMD as mentioned in Gem Bid	Yes/No	
10	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.	Yes/No	
11	Copy of Income Tax return for last 03 Financial Years	Yes/No	
12	Undertaking by the bidder to the effect that there is no police case pending against the bidder/proprietor/firm/parties relating to previous service Contracts and that the bidder has not been black listed.	Yes/No	
13	Undertaking by the Bidder to the effect that in case it does not have an office in Bhubaneswar, the agency / bidder would open an Office in Bhubaneswar, within 60 days from the date of issue of work order.		
13	Office address	Yes/No	
14	At least two currently valid contracts for similar work	Yes/No	

Declaration by the Tenderer/Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

- Encls:**
1. DD No.....
 2. Terms & conditions (each page must be signed and sealed)

(Signature of Tenderer/Bidder with seal)

Name:

Seal:

Office Address:

Date:

Phone No (O):

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the information above may render the bid to be rejected

