



**MAHARAJA PURNA CHANDRA AUTONOMOUS COLLEGE,  
TAKHATPUR, BARIPADA**

Advertisement for

**“Outsourcing of Group-D Vacant Post” vide H.E. Letter No-HE-GCENT-  
MISC-0009-2020 – 24857 /HE, Dt. 18-06-2022**

At

**MAHARAJA PURNA CHANDRA AUTONOMOUS COLLEGE,  
TAKHATPUR, BARIPADA**

**Tender Document No : M-6(1-A)- 1477**

**Dated : 20-07-2022**

**Tender Starting Date: 21-07-2022**

**Last date for submission of Tender : 27-07-2022**

**Last date of receipt of Tender documents (through Speed Post) : 28-07-2022 (03:00 P.M.)**

**Tender (Bid) opening Date : 29-07-2022 (03:00 P.M.)**

**Issued by :**

**PRINCIPAL,  
MAHARAJA PURNA CHANDRA AUTONOMOUS COLLEGE,  
TAKHATPUR, BARIPADA**

*Smishra*  
*20/07/22*

## **TENDER NOTICE**

Sealed tenders are invited from interested Out Sourcing Agencies for engagement of **“Outsourcing of Group-D Vacant Post (Peon, Sweeper, Chowkidar, Mali, Night Watchman and Library Watchman)”** to the **Principal, Maharaja Purna Chandra Autonomous College, Takhatpur, Baripada** for a period of one year from the date of engagement. This **Maharaja Purna Chandra Autonomous College** will not have any type of “Employer - Employee” relationship with the human resources provided by the outsourcing firm. The service provider needs to make sure that no permanent employment will be demanded by the candidate(s) either to the college or to the any of the State Government Departments during any stage of their engagement or at later stage. Interested bidders may obtain details terms & conditions for taking up this assignment by downloading the tender document from the college’s website i.e **“<http://www.mpcautocollege.org.in/>”** or by visiting the office of the **Maharaja Purna Chandra Autonomous College**.

## **ELIGIBILITY CRITERIA OF THE INTERESTED OUT SOURCING AGENCIES**

The interested Out Sourcing Agencies:

- 1) Must have a Valid Registration.
- 2) Must have a valid PAN.
- 3) Must have GST registration number.
- 4) Registered under EPF & ESI.
- 5) Labour registration certificate.
- 6) Should have a registered or at least one of the branch offices in the State of Odisha.
- 7) Should not have been blacklisted by any State Government/ / Central Govt. / PSU in India. A self-declaration is required as per Annexure.
- 8) Must have already provided outsourcing of human resource services to any of the Central Government/State Government/PSU/Educational Institutions with in India during last three financial years. The work order or the service agreement occurred with the client must be produced as a proof of work experience of the firm.

## **GENERAL TERMS AND CONDITIONS OF THE BID**

Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

- a) Prospective Bidders are requested to remain updated for any notices/amendments/clarifications etc. to the Tender Document through the college's website i.e <http://www.mpcautocollege.org.in>/or Notice board of the M.P.C. Autonomous College, Takhatpur, Baripada. Separate notifications may not be necessarily issued for such notices/amendments /clarifications etc. in the print media or individually.
- b) The Bidders should note that Prices should not be indicated in the Technical Bid and should be quoted only in the Price Bid. In case the prices are indicated in the Technical Bid, the tender shall stand rejected.
- c) The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
- d) Each page of the tender document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.
- e) The bidder or his authorized representative (one person only) will be allowed to be present at the time of pre bid meeting and at the time of opening of Technical Bid.
- f) "Price Bid" shall be opened only in those cases, where the offered items have fulfilled the prescribed technical specifications. The decision of the Staff Recruitment Monitoring Cell Committee will be final.
- g) The Tendering Authority reserves the right to terminate the bid process and reject all bids at any time prior to award of contract, without assigning any reason thereof.
- h) The candidates sponsored by the Outsourcing Agencies must have experience, willingness and intensity to work in those specific categories for which advertisement has been made. Performance appraisal of the candidates sponsored by the Outsourcing Agencies and engaged in the college shall be made by the Head of the Institution or by the Subordinate Officers authorize by the Principal.

## **EVALUATION & AWARD OF CONTRACT**

- I. College committee will examine & determine whether each bid is of acceptable quality, generally complete & substantially responsive to the bidding documents.
  - a. A substantially responsive bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material deviations, objections, conditionally or reservation. If a bid is not substantially responsive, it will be rejected.
  - b. In case of tenders containing any conditions or deviations or reservations about contents of tender document, College may ask for withdrawal of such conditions/deviations/reservations. If the bidder does not withdraw such conditions/deviations/ reservations, the tender shall be treated as non-responsive.
  - c. College's decision regarding responsiveness or non-responsiveness of a tender shall be final and binding.

**ANNEXURE-I**

**DETAILS OF THE TENDERER**

<b>Sl. No</b>	<b>Particular</b>	
01	Name of the Firm/Agency	
02	Registered office Address & Complete postal address	
03	Telephone Number &E-Mail Id	
04	Name of Authorized Signatory (in block letters)	
05	Contact No.of authorized signatory	
06	Type of /Firm (Proprietary/ Partnership/ Pvt .Ltd./Public Ltd)	Tenderer has to provide relevant documents (with the technical bid) as a proof of firm type.
07	Date of Establishment and Experience in business (In number of years)	
08	G.S.T. Registration No.	
09	PAN No.	
10	ESI Registration No	
11	EP.F Registration No	

**Date :**

**Place :**

**Signature & Seal of the Bidder**

**SELF DECLARATION FOR NOT BLACK LISTED**

To,

The Principal,  
M.P.C. Autonomous College,  
Takhatpur, Baripada

**Ref: Tender no. ----- Dated: -----**

**Madam/Sir,**

I / We.....here by confirm that our firm has not been banned or blacklisted by any Government organization/Financial institution/Court /Public sector Unit /Central Government.

**Date :**

**Place :**

**Signature & Seal of the Bidder**

**TECHNICAL DETAILS**

Details of major similar contacts executed by the Agency during the last three years in the below Format;

Sl. No.	Name & Address of the Client, where outsourcing service provided	Human resource Services already Provided		Contract Value (in RS. Lacs)	Duration of Contract (Date of award of contract)		
		Types of Service	Number of persons deployed		Work Order issued Number & date	Starting Date of Contract	Expiry Date of Contract

Enclose photocopies of the contract/ work order serially in the order, as mentioned in the format above for the ease of scrutiny).

**Date :**

**Place :**

**Signature & Seal of the Bidder**



**ANNEXURE-IV**

**PRICE SCHEDULE**

Monthly consolidated remuneration on (as per F.D. Order No.30722/F . Dt.06-11-2021	Employer's Share		Service Charges payable to the Agency )	Total (Column 1+2+3+4 )	GST @18% on Total Amount		Grand Total (Col. 5+6+7 )	Deduction from monthly consolidated remuneration			Net take home remuneration on (Column-1-11)
	EPF @13% of Column -1	ESI @3.25 % of Column -1			CGST @9% of Column -5	SGEST @9% of Column -5		EPF @12% of Column -1	ESI @0.75 % of Column -1	Total Deduction (Col.-9+10)	
01	02	03	04	05	06	07	08	09	10	11	12
10100	1313	328.25	As Finalize in the Tender	-	-	-	-	1212	75.75	1287.75	8812.25

**Date :**

**Place :**

**Signature & Seal of the Bidder**