

O/O THE CHIEF ELECTORAL OFFICER,  
GOVERNMENT OF ODISHA

TENDER CALL NOTICE

No. III E (A)-22/2018-<sup>3181</sup> /Elec

Date: 6.4.2018

**Notice inviting Tender for award of contract for providing services of Data Entry Operator, Watchman, Sweeper & Gardener**

Sealed tenders are invited from reputed service provider to provide different categories of manpower for a period of one year w. e. f. the date of effectiveness of the agreement on contract basis for their engagement in Home (Elections) Department.

The detailed information for outsourcing the service of aforesaid posts has been given in the Tender Document which may be downloaded from the website [www.ceorissa.nic.in](http://www.ceorissa.nic.in) / [www.odisha.gov.in](http://www.odisha.gov.in). The EMD of Rs.1000/-only should be paid by Demand Draft in favour of the DDO, Home (Elections) Department payable at Bhubaneswar along with the technical bid. The last date, time and place for submission of Tender document is **2.00 P.M. on 25.4.2018** in the office chamber of the Joint CEO-cum-Joint Secretary, Home (Election) Department.

Any corrigendum(s) shall be communicated through the tender section on the website [www.ceorissa.nic.in](http://www.ceorissa.nic.in) / [www.odisha.gov.in](http://www.odisha.gov.in) .

Handwritten signature and date: 06.4.2018

Joint Chief Electoral Officer, Odisha

O/O THE CHIEF ELECTORAL OFFICER,  
GOVERNMENT OF ODISHA

TENDER DOCUMENT

For providing Manpower Services of by a Private Service Provider

**Tender Schedule**

- (a) Last Date and Time for submission 2.00 P.M. on 25.4.2018  
of Tender Document

**Note : Late bid shall be out rightly rejected**

- (b) Date and time for opening of Bids 3.00 P.M. on 27.4.2018

**BIDDER'S COVERING LETTER**

To,  
The Joint Chief Electoral Officer, Odisha  
Home (Elections) Department  
Unit-V, Bhubaneswar

Dear Sir,

Ref: Tender No: \_\_\_\_\_

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance security deposit as per the conditions mentioned in the contract.

We agree to abide by this bid for a period of 90 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal agreement is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement. EMD for Rs.1000/- (Rupees one thousand) only has been deposited in form of D.D. No..... dated ..... Drawn in bank: .....branch.....in favour of the DDO, Home Election Department payable at Bhubaneswar.

Dated this ..... Day of April 2018

Signature of Authorised Signatory .....

In capacity of .....

Duly authorised to sign the bid for and on behalf of.....

## LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Tender No: \_\_\_\_\_

To

The Joint Chief Electoral Officer, Odisha  
Home (Elections) Department  
Unit-V, Bhubaneswar

Dear Sir,

Subject: Authorisation for attending bid opening on **27.4.2018** in the Tender for Manpower Services for the Home (Election) Department vide their (tender no \_\_\_\_\_ dated \_\_\_\_\_)

Following persons are hereby authorised to attend the bid opening for the tender mentioned above on behalf of ..... (Bidder) in order of preference given below.

Order of Preference	Name	Specimen
Signature		
1.		
2.		
or		

Officer authorised to sign the bid documents on behalf of the bidder.

Seal

**Note:**

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened, may be refused in case authorisation as prescribed above is not produced

## CONTENTS OF TENDER DOCUMENT

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## GENERAL INSTRUCTIONS FOR BIDDERS

1. The Home (Elections) Department, Odisha (herein after called “**Authority**”) requires the services of reputed, well established and financially sound Manpower Service Provider to provide service of Data Entry Operator, Watchman, Sweeper & Gardeners on contract basis for their engagement in Home (Elections) Department
2. The contract for providing the aforesaid manpower is for a period of one year from the date of effectiveness of the contract i.e. the date of deployment of the required manpower. The period of the contract may be further extended provided the requirement of the Department for manpower persists at that time or may be curtailed / terminated owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Department's requirements. The Department, however, reserves right to terminate this initial contract at any time after giving 15 days' notice to the selected Service Provider.
3. This Department has tentative requirement of the manpower as given below.

Sl. No.	Name of the Post	Number	Place of Engagement
1.	Data Entry Operator	5 Nos.	Home (Elections) Department
2.	Security Guard	9 Nos.	
3.	Sweeper	2 Nos.	
4.	Gardener	1 No.	

4. The interested “**Service Providers**” may submit the tender document complete in all respects in a sealed cover along with Earnest Money Deposit (EMD) of Rs.1000/- (Rupees one thousand) only and other requisite documents in the office of Home (Elections) Department.
6. **E-mail / Fax bids will be summarily rejected. Late bid shall be out rightly rejected.**
7. The tender has been invited under **one bid system i.e. Financial Bid**. The interested Service Providers are advised to submit all documents in one sealed envelopes super scribing “**Documents for Technical Qualification**”, Financial Bid in another sealed envelope super scribing “**Financial Bid**” and both the envelopes to be placed in a big envelopment superscribing “**Bid for Providing Manpower Services**” to Home (Elections) Department.

