



Bijupatnaik Film & Television Institute of Odisha, Cuttack

Invites

REQUEST FOR PROPOSAL (RFP)

FOR

SELECTION OF A PROFESSIONAL AGENCY/SERVICE PROVIDER TO PROVIDE THE SERVICES OF MANPOWER ON OUTSOURCING BASIS AT BPFTIO, Cuttack.

NO: 71

DATE: 17.01.2025

Issuer:

BPFTIO,

At- BOSE Campus, PO- Medical Road,
Cuttack-753007

Email-bpftio123@gmail.com



BPFTIO, invites Request for Proposal (RFP) from Professional Agencies/Firms/Service Providers to provide the services of manpower on outsourcing basis.

No: 71

Dated: 17.01.2025

BPFTIO, invites sealed Technical and Financial Proposals from eligible, experienced and reputed Manpower Service Provider Firms / Agencies / Companies (also referred to as 'bidders') with sound technical and financial capabilities to provide the services of manpower on outsourcing basis for a period of 01(one) year, extendable (on yearly basis) on the basis of satisfactory performance and requirements.

The bidder is expected to respond to the requirements as completely and in as much relevant details as possible and focus on demonstrating bidder's suitability to become the outsourced service provider through a Contract Agreement to be signed in between (a) Director BPFTIO, Cuttack and (b) The selected Agency.

The bidders are expected to examine all instructions, forms, terms, requirements and other information in the RFP document. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of the proposal and forfeiture of the EMD.

Bidders are requested to submit the proposals to the undersigned as per the schedule indicated in the Fact Sheet, by post (Registered / Speed) or by hand (in persons) at the office of the Director BPFTIO, Cuttack. Based on the evaluation method mentioned in the RFP, the bidder will be selected.

Sd/-
Director
BPFTIO, Cuttack

DISCLAIMER

The information contained in this Request for Proposal (here in after referred to either "RFP") document or subsequently provided to the Bidders, whether verbally or in documentary or any other form by or on behalf of Director BPFTIO, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

Director BPFTIO reserves the right to reject any or all of the proposals submitted in response to this RFP document at any stage without assigning any reasons whatsoever. Director BPFTIO also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the RFP document response. Director BPFTIO reserves the right to change/ modify/amend any or all of the provisions of this RFP document. Such changes would be posted only in its website (www.bpftio.ac.in). Prospective bidders are requested to visit the website frequently to keep them abreast with the latest developments on this tender.

This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their technical & financial offers (Bids) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Director BPFTIO in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the Director BPFTIO, their employees or advisors to consider the business / investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document.

The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and wherever necessary obtain independent advice from appropriate sources. Director BPFTIO, their employees and advisors make neither representation nor warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

Fact Sheet

Sl. No.	Milestone	Date
1	Request for Proposal (RFP) document made available to the bidders	17 th Jan 2025
2	Last date for receipt of Technical & Financial Proposal (Sealed Envelope)	6 th Feb 2025 by 5 PM
6	Opening of Technical Proposal and evaluation	7 th Feb 2025 at 11 AM
7	Opening of Financial proposals of Bidders who qualify in Technical Evaluation criteria	Will be intimated later
8	Bid Processing Fee/Tender Fee (Demand Draft) (Non-refundable)	INR 1,000/- (Rupees One thousand Only) in shape of Demand Draft from any scheduled commercial bank in favour of “ Director BPFTIO ” payable at Cuttack
9	Earnest Money Deposit/Bid Security (Refundable)	INR. 50,000/- (Rupees Fifty Thousand Only) in shape of Demand Draft from any scheduled commercial bank in favour of “ Director BPFTIO ” payable at Cuttack
10	Performance Bank Guarantee	10% of total yearly quoted price [Total Yearly Manpower Cost]
11	Method of Selection	LCS (Least Cost Based Selection)
12	Contact Details	Director BPFTIO At-BOSE Campus, PO- Medical Road, Cuttack-753007 Phone No-7978297362,9439978071 Email: bpftio123@gmail.com
13	Tentative date of engagement of Office service(03 Nos. of Office Assistant, 01 No. of Office Attendant, 01 No. of Junior Librarian)	02-03-2025
14	Tentative date of engagement of 02 Nos. of Sweepers [01 Female Sweeper and 01(One) Male Sweeper], 01 No. of Gardener, 01 No. of Lightman and 06 Nos. of Security Guards	02-03-2025

Note:

1. **Director BPFTIO** reserves the right to change any schedule. Please visit the website mentioned in the RFP document regularly for the same.
2. Proposals must be submitted before the date, time and venue mentioned in the Fact Sheet. Proposals that are received after the deadline will not be considered.

Table of Contents

1. Fact Sheet.....	06
2. Terms and Conditions of the Contract	07
3. Technical Requirement of the Manpower Service Provider	11
4. Self-attested documents to be submitted along with the Technical Bid.....	11
5. Human Recourse with minimum qualification & experience.....	12
6. Evaluation and Selection.....	13
7. Annexure.....	14

1. Terms and Conditions of RFP:

- i. **Director BPFTIO**, Cuttack requires the services of reputed, reliable and financially sound Service Providers to provide the following manpower services on outsourcing basis for official services, security services, cleaning and other works of this institute assigned to them.
 1. Office Assistant – 03 Nos.
 2. Office Attendant – 01 No
 3. Junior Librarian – 01 No
 4. Sweepers – 02 Nos (01 Male & 01 Female)
 5. Gardener – 01 No
 6. Lightman – 01 No
 7. Security Guards – 06 Nos
- ii. The contract for providing the aforesaid services will be for one (1) year. The period of the contract may further be extended beyond one year subject to requirement of **Director BPFTIO**, Cuttack & satisfactory performance of the agency. The contract may be curtailed/terminated before end of contract period owing to insufficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in BPFTIO requirements. Director BPFTIO however, reserves the right to terminate this initial contract at any time after giving one month notice to the selected Service Provider.
- iii. BPFTIO has tentative requirement of 03 Nos. of Office Assistant, 01 No. of Office Attendant, 01 No. of Junior Librarian, 02 Nos. of Sweepers [01 Female Sweeper and 01(One) Male Sweeper], 01 No. of Gardener, 01 No. of Lightman and 06 Nos. of Security Guards. These requirements may increase or decrease as per the discretion of authority during the contract period or thereafter with mutually agreed cost of manpower and terms & conditions.
- iv. The interested Manpower Service Provider may submit both Technical and Financial Proposals along with Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) and other requisite documents latest by **06/02/2025 up to 5:00 PM** in a sealed envelope by Speed Post/Registered Post/Courier/by Hand only in the office of the Director BPFTIO – **“Request for Proposal for selection of a manpower service provider to provide manpower services on outsourcing basis”**. The proposals received beyond the last date and time will be rejected. The **Director BPFTIO** reserves the right to reject any/ all proposals without assigning any reason thereof.
- v. The bidders should download the tender document from website of BPFTIO (www.bpftio.ac.in) and enclose a Demand Draft of Rs.1000/-(Rupees One Thousand Only) towards the cost of tender drawn in favour of **“Director BPFTIO” payable at Cuttack**
- vi. The Tender Fee of Rs. 1000/- (Rupees One Thousand only) non-refundable and Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) refundable (without interest) should be necessarily accompanied with the Technical Bid of the Service Provider in the form of a Demand Draft in favour of “Director BPFTIO” payable at Cuttack failing which the tender shall be rejected.
- vii. The scope of work shall also include deployment of manpower with minimum educational, professional qualification & experience as mentioned in the **Section-5**.
- viii. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting, corrections and striking is permitted in the Financial Bid form. In such cases, the tender shall be summarily rejected. However, the corrections, if any, in the Technical Bid must be initiated by the person authorized to sign the tender bids.
- ix. The Technical Bids shall be opened on the scheduled date and time mentioned in the “Fact Sheet” at BPFTIO, Cuttack in presence of the authorized representatives of the Service Providers, if any, who wish to be present on the spot at that time.
- x. BPFTIO reserves the right to accept/reject or cancel any or all bids without assigning any

- reason thereof.
- xi. BPFTIO reserves the right at its sole discretion, to change the schedule or terms of this RFP. Any such change will be posted on the website www.bpftio.ac.in.
 - xii. Bidder(s) are advised to periodically visit the website to obtain any such information.
 - xiii. The Bidder should not bid under any Consortium. No Consortium bid shall be allowed for this RFP.
 - xiv. BPFTIO reserves the right to, at its sole discretion and without notice, cancel this RFP or reject all or any proposal or revised proposals, at any time, without incurring any liability.
 - xv. BPFTIO reserves the right to determine the eligibility of any Bidder based on the information contained in its proposal and/or any information from other sources.
 - xvi. BPFTIO reserves the right to request any Bidder to submit additional information or provide clarifications in relation to its RFP.
 - xvii. By submitting a proposal, a Bidder will be deemed to have accepted all the terms and conditions of this RFP.
 - xviii. Conditional bids shall not be considered and will be out rightly rejected.
 - xix. The Bid and all communications in relation to or concerning the Bidding Documents and the Bid shall be in English language.
 - xx. The Bidder(s) shall bear all costs and expenses associated with the preparation and submission of its RFP and BPFTIO shall under no circumstances be responsible or liable for any such costs.
 - xxi. The Bidder(s) shall submit a copy of the RFP (latest version with addendum/corrigendum uploaded on the website of BPFTIO) each page signed by their authorized signatory with seal of their organization.
 - xxii. The successful Bidder will have to deposit a Performance Security as 10% of the total yearly quoted price, in the form of Bank Guarantee/Fixed Deposit Receipt from any Nationalized Bank in favour of Director BPFTIO Payable at Cuttack for 14 months. In case the contract is further extended beyond the initial period, the Bank Guarantee will have to be renewed accordingly by the successful Bidder.

2. Terms and Conditions of the Contract:

2.1 GENERAL

- a. The contract shall likely to commence from the date of signing the contract agreement for period of one year unless it is curtailed or terminated by the authority (Director BPFTIO) owing to inefficiency of service, sub-standard quality of resources deployed, breach of contract etc. or change in requirements.
- b. The contract shall automatically expire on completion of one year unless or otherwise extended further on mutual consent of the Service Provider and Director BPFTIO.
- c. The contract may be extended on the same terms and conditions or with some additions/deletions/modifications for a further specific period mutually agreed upon by the Service Provider and Director BPFTIO.
- d. The Service Provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities to any other agency or organization.
- e. Director BPFTIO at present, has tentative requirement of 03 Nos. of Office Assistant, 01 No. of Office Attendant, 01 No. of Junior Librarian, 02 Nos. of Sweepers [01 Female Sweeper and 01(One) Male Sweeper], 01 No. of Gardener, 01 No. of Lightman and 06 Nos. of Security Guards. The requirement of Manpower may further increase or decrease, during the period of initial contract also and the Successful Bidder would have to provide additional Manpower Services, if required, on the same or mutually agreed terms and conditions.
- f. The bidder will be bound by the details furnished by him to Director BPFTIO while submitting the proposals or at subsequent stage. In case such documents furnished by the bidder or successful bidder are found to be false or incorrect at any stage, it would be deemed to be a

- breach of terms of contract making him liable for legal action besides termination of contract.
- g. The authority reserves the rights to terminate the contract agreement during initial period also after giving one month notice to the Service Provider.
 - h. The persons deployed for official services shall be required to report for work at 10.00 AM & shall work under the Officer as may have been kept in charge of the Office. But, the persons deployed for sweeping, gardening, security and other services may work as per the requirement of Director BPFTIO. In case the person deployed comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
 - i. The Service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Director BPFTIO so that optimal services of the persons deployed could be availed without any disruption.
 - j. The entire financial liability in respect of manpower services deployed in BPFTIO shall be that of the Manpower Provider and Director BPFTIO will in no way be liable. It will be the responsibility of the Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and show such evidence as may be required by the Director BPFTIO.
 - k. For all intents and purposes, the Service Provider shall be “Employer” within the meaning of different Rules and Acts in respect of resources so deployed for the accomplishment of assigned service. The person deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against BPFTIO. There shall not be employer-employee relationship between BPFTIO and the persons deployed for the accomplishment of required service.
 - l. The Manpower Service Provider shall be solely responsible for the redressal of grievances of resolution of disputes relating to persons deployed. Director BPFTIO shall, in no way, be responsible for settlement of such issues whatsoever.
 - m. BPFTIO shall not be responsible for any financial loss or any injury/death of any person deployed by the Service Provider in the course of performing the functions/duties, or for payment towards any compensation.
 - n. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the contract or after expiry of the contract.
 - o. In case of termination of this agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or in other capacity.
 - p. The person deployed shall not claim any benefit or compensation or absorption or regularization or deployment with this office under the provision of Rules and Acts. Undertaking in the form of an affidavit, from the person deployed to this effect shall be required to be submitted by the Service Provider.
 - q. The Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner provident Fund Authorities Employees State Insurance Corporation etc. and a copy of registration should be submitted. The Service Provider shall complete with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
 - r. The Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider. The Service Provider shall be responsible for contribution towards provident Fund and Employees State Insurance, wherever applicable and the proof of such deposit shall be submitted as and when required by Director BPFTIO.
 - s. The persons deployed by the Service Provider should have good police records and no criminal case should be pending against them.

- t. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of BPFTIO. The Service Provider shall be responsible for any act of indiscipline by the persons deployed.
- u. The Service Provider shall provide suitable, effective man powers for official services by examining their qualifications, experiences, professionalism.etc.

2.2 LEGAL

- I. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take Oath of confidentiality and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
- II. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages as payable to different types of workers in respect of the persons deployed by it in BPFTIO. BPFTIO shall have no liability in this regard.
- III. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to BPFTIO to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to BPFTIO bi-monthly with the bill.
- IV. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the BPFTIO or any other authority under law.
- V. The Tax deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/Rules as amended from time to time and a certificate to this effect shall be provided by BPFTIO.
- VI. In case, the Service Provider fails to comply with any liability under appropriate law and as a result thereof, BPFTIO is put to any loss/obligation monetary or otherwise BPFTIO will be entitled to get itself reimbursed out of the outstanding bills or the performance security deposit of the Service Provider, to the extent of the loss obligation in monetary terms.
- VII. The Agreement is liable to be terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration to employed persons and non - payment of statutory dues. BPFTIO will have no liability towards non-payment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss is caused to BPFTIO by the person deployed, the same shall recovered from the unpaid bills or adjusted from the Performance Security Deposit.
- VIII. The agency will be wholly and exclusively responsible for payment of remunerations to the persons engaged by them in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including **Employees provident fund, ESI Act etc.** and BPFTIO shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation.
- IX. BPFTIO shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel.
- X. The successful agency/bidder shall ensure proper conduct of his personnel at BPFTIO office, and enforce prohibition of consumption of alcoholic drinks, chewing of pans, smoking, loitering without work.
- XI. The successful agency/bidder shall be solely responsible for the redressal of grievance/ resolution of dispute relating to persons deployed. BPFTIO shall in no way be responsible for settlement of such issues whatsoever.

2.3 FINANCIAL

- XII. The technical bid should be accompanied with an Earnest Money Deposit (EMD) of refundable without interest of Rs. 50,000/-(Rupees Fifty thousand) only, in the form of Demand Draft/Pay Order drawn in favour of "Director BPFTIO" failing which the tender shall be rejected out

- rightly.
- XIII. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First stage)/Financial Bid (Second competitive stage) shall be returned to them without any interest. In case of successful bidder if the agency fails to deploy the required manpower against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further Notice.
- XIV. The successful bidder will have to deposit a Performance Security Deposit equal to **10%** of the total yearly quoted price [**Total Yearly Manpower Cost (Column No.8) from Financial Proposal Format (Annexure VI)**] for 14 months, in the form of Bank Guarantee/Fixed Deposit Receipt from any Nationalized Bank in favour of the “Director, BPFTIO” covering the period of contract. In case the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the bidder.
- XV. In case of breach of any terms and conditions attached to this agreement, the performance security Deposit of the Service Provider shall be liable to be forfeited beside annulment of the Agreement.
- XVI. The selected agency/bidder has to follow strictly the ‘**Payment Terms**’ stated in this RFP (Section 2.4).

2.4 PAYMENT TERMS

- I. The Service Provider shall raise the bill, along with signature of all Manpower and the certification by concerned officer as a proof that the payments to all have been made by Contractor in the presence of concerned officer of the section. On monthly basis, the contractor should submit the bill (in duplicate) along with photocopies of (Wages and attendance) registers for that month as prescribed under minimum wages act, and authenticated proofs for payment of (EPF, ESI) with ECR & GST dues in respect of all Manpower’s latest by 7th of the following month duly certified by the concerned officer, for payment as per different tender’s terms-conditions. The contractor shall submit the bill by 10th of the subsequent month.
- II. As far as possible the payment will be released by the 25th of the month.
- III. The amount of penalty calculated @ 100 per day on account of delay, if any, in providing suitable substitute for the period beyond three working days by the Service Provider shall be deducted from its monthly bills in the succeeding month.
- IV. The Authority reserves the right to withdraw or relax any of the terms and condition mention above so as to overcome the problem encountered at a later stage.
- V. In the event of any dispute arising in respect of the clauses of the agreement of the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or Controlling Officer for his decision and the same shall be binding on all parties.
- VI. All disputes shall be under the jurisdiction of Cuttack.
- VII. The successful bidder will enter in to an agreement with Director BPFTIO for supply of suitable and qualified manpower as per requirement of this office on the above terms and conditions.

3. Technical Requirement of the Manpower Service Provider

- I. The tendering Manpower Service Provider should full fill the following technical specifications.
- II. The registered office of the Manpower Service Provider should be located within Odisha.
- III. The Service Provider for such Manpower should have experience in providing Manpower Services to (Central/State) Government/ PSU Departments. Proof of the successful execution of work from competent authority is to be enclosed.

- IV. The Manpower Service Provider should have own Bank Account.
- V. The Manpower Service Provider should be registered with valid GST registration number.
- VI. The Manpower Service Provider should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- VII. The Manpower Service Provider should be registered with Labour Department, i.e. License under Contract Labour (Regulations and Abolition) Act. 1970.
- VIII. The Service Provider should be a financially sound party and his annual turnover should not be less than Rs.20,00,000/-(Rupees Twenty Lakhs). Copy of audited financial statement for the financial year 2021-2022, 2022-23 & 2023-24 should be attached (Duly counter sign by Chartered Accountant).

PRE QUALIFICATION CRITERIA

Sl. No	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none"> • Registered under the Companies Act 2013 • Registered under the Indian Partnership Act 1932 • Registered under the Indian Trusts Act 1882 • Registered under the Societies Registration Act 1860. • Registered under the Limited Liability Partnership Act 2008. 	Certificate of Incorporation /Registration
2	The bidder must have at least five years in business (up to the last date of submission of bid) for providing similar type of services to (Central/State) Government/ PSU Departments/Autonomous Body etc.	Copies of the work order from the previous authorities/ Proof of the successful execution of work from competent authority is to be enclosed,
3	The Registered Office/Branch Office of the Service Provider must be located within Bhubaneswar/Cuttack, Odisha.	Valid address proof of the office
4	Must have average annual financial turnover of Rs.20,00,000/- during the last five financial years.	Copy of audited financial statement for the financial year 2021-2022, 2022-23 & 2023-24 should be attached (Duly counter sign by Chartered Accountant).
5	The agency should not have been blacklisted by any Central/State government, or Any other public sector undertaking	An undertaking to this effect to be furnished in Rs.10.00 non-judicial stamp paper duly attested by the public Notary.
6	Must not have any pending judicial proceedings for any criminal offence against the proprietor /Director/Persons to be deployed by the Service Provider	An undertaking to this effect to be furnished by the bidder.

7	Other Statutory Documents:	Copies of: <ul style="list-style-type: none"> • Copy of PAN, • Copy of IT return for the last 3 assessment years • GST certificate with annual return of last three financial years (2021-22, 2022-23 & 2023-24) • GST clearance certificate from Ministry of Finance, Govt. of India. • Valid License under PSARA(Private Security Agencies Regulation Act.2005) (In case of Security Services) • Trade license of supply of Manpower • Average Annual Turn Over of last three years 20Lakhs. • EPF & ESI Registration Certificate.
---	----------------------------	--

4. Self-attested documents to be submitted along with the Technical Bid

The bidders are required to attached self-attested photocopies of the documents listed below along with the “Technical Bid” failing which the bids shall be summarily rejected and will not be considered any further.

1. Registration Certificate under the Companies Act, 1956/2013 or a partnership firm registered under Indian Partnership Act or Proprietary concern.
2. Registration Certificate under Contract Labour (Regulation & Abolition) Act, 1970.
3. Copy of PAN Card.
4. Copy of the latest IT Returns filed with the Income Tax Department.
5. Copy of EPF Registration certificate.
6. Copy of ESI Registration certificate.
7. Copy of the Service Tax/GST Registration certificate.
8. Audited Balance Sheet (along with CA certificate clearly indicating turnover and Net Worth) for FY 2021-2022, 2022-23 and 2023-24 need to be submitted.
9. Proof of prior experience.
10. Proof of having registered office/branch office in the state of Odisha.
11. Self-declaration on No Consortium bidding.
12. A Self Certified letter for not involved in any illegal/corrupt practices.
13. Self-declaration in a notarized document for not blacklisted.
14. Copy of power of attorney.
15. A self-attested bank account statement for the last six months.

5. Technical requirements for manpower to be deployed by the successful manpower service provider in BPFTIO, Cuttack on outsourcing basis.

i. He / She should be of above 18 years of age.

ii. The Educational Qualification, Designation & Experience are mentioned below: for & is having.

Sl No	Designation	Qualification & Experience	Job Description	Remuneration as per GA&PG Department No.7982/GAD, dt.07.03.2024	No. Of Requirement
01	Office Assistant	Graduation with PG Diploma in Computer Application or equivalent with minimum 3 years working experience.	Drafting letters, Assisting in all official works and perform other official job as per the requirement.	Rs.13,900/-per person per month	03
02	Office Attendant	10 th Standard or equivalent and working experience in relevant field	Take care of office	Rs.12,600/- per month	01
03	Junior Librarian	Bachelor degree in library science with 1year experience OR Graduation with 2 years working experience in handling a library . Computer knowledge will be given preference.	Issuing, receiving books, handling stocks and database management of books	Rs.13,900/- per month	01
04	Light man	At least 5 years of Experience in relevant field	Handling studio & Field lights for the shooting purpose for the students of this institute.	Rs.12,600/- per month	01
05	Male Sweeper	8 th standard	Sweeping Institute campus	Rs.12,600/- per month	01
	Female Sweeper	8 th standard	Sweeping Ladies hostel	Rs.12,600/- per month	01
06	Gardener	8 th standard	Taking care of institute garden	Rs.12,600/- per month	01
07	Security Guards	8 th standard		Rs.12,600/- per month	06

NOTE: DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER

1. List of Manpower for official services to be provided by the agency containing full details i.e. date of birth, marital status, address, educational qualification, experience etc.
2. Bio-data of all persons indicating the permanent, temporary address, colour photograph and Cell Phone Number.
3. Undertaking from the person concerned.
4. Any other relevant document.

6. Evaluation and Selection

The evaluation criteria will be Least Cost Based Selection (LCS).

6.1 Technical Evaluation

Initial Bid scrutiny will be made and incomplete details as given below will be treated as non-responsive if Proposals

- i. Are not submitted in as specified in the RFP document
- ii. Are found with suppression of details
- iii. With incomplete information, subjective, conditional offers and partial offers submitted
- iv. Have non-compliance of any of the clauses stipulated in the RFP
- v. Have a lesser validity period

All responsive Bids will be considered for further processing as below.

Technical Evaluation Committee will prepare a list of responsive Bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by the Committee according to the evaluation process defined in this RFP document. The decision of the Committee will be final & binding in this regard.

Technical Evaluation Criteria

S.No	Category	Criteria	Marks	Remarks
1.	Technical Competency		80	-
1.1	Bidder's Registered Office situated in Bhubaneswar/Cuttack, Odisha	No	0	Copies of self-attested Certificates of incorporation /registration/supporting documents as evidence
		1	10	
1.2	No. of manpower deployed in Ministry/Departments of Govt. of India / Central PSUs / State Govt. Departments / Autonomous /Statutory Bodies/ Corporations during last 5 years on yearly basis (average).	1-19	05	Proof regarding total number of employees deployed in different organization (Copies of work orders, MoAs, letter of award, award of contract and work completion certificate from the client as evidence)
		20 to 49	10	
		50 to 99	20	
		100 and above	30	
1.3	No. of total work orders for manpower supply in Ministry/Departments of Govt. of India / Central PSUs / State Govt. Departments / Autonomous /Statutory Bodies/ Corporations during last 5 years.	1-9	10	
		10-19	20	
		20 to 29	30	
		30 and above	40	
2	Financial Competency		20	-
2.1	Average Annual Turnover (last 3 financial years 2021-22, 2022-23, & 2023-24)	20 – 50 lakhs	10	CA certificate clearly indicating turnover for FY 2021-2022, 2022-23 and 2023-24 need to be submitted
		> 50 lakhs	20	

Note 1:- The bidder has to score at least 70% to qualify for the opening of Financial Bid

Note 2:- The scores provided by the Technical Committee will be considered as final.

6.2 Financial Evaluation

The Bidder shall be selected on the basis of Least Cost Selection (LCS).

Financial Proposals of only those bidders who qualify in the Technical Proposal evaluation shall be opened.

Total Yearly Manpower Cost (Column No.7) from Financial Proposal Format will be taken into consideration for evaluation of Financial Bid.

Selection Process

The bidder with lowest qualifying financial bid (L1) from Financial Proposal Format [**Total Yearly Manpower Cost (Column No.7)**] shall be declared as the "Selected Bidder" and will be awarded the contract.

7. Annexure:-

Annexure I: Proposal Covering Letter

Letter NoDate:

To,

The Director,

BPFTIO,

BOSE Campus

Cuttack-753007

Sub: RFP for selection of a manpower service provider to provide manpower services on outsourcing basis at BPFTIO,Cuttack

Regarding Technical Proposal

Dear Sir,

1. With reference to the RFP dated _____ for the above captioned project, and clarification issued by BPFTIO thereof, I _____, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection of a manpower service provider to provide manpower services on outsourcing basis at BPFTIO,Cuttack.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.
4. I shall make available to BPFTIO,Cuttack any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I acknowledge the right of BPFTIO,Cuttack to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

I declare that:

- a. I have examined and have no reservations to the RFP Document, including any Addendum issued by the BPFTIO,Cuttack;
- b. I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with the BPFTIO,Cuttack or any other public sector enterprise or any Government, Central or State; and

- c. I hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- 7. I understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders.
- 8. The undersigned is authorized to sign the documents being submitted through this RFP. (A copy of Power of Attorney is enclosed)
- 9. In the event our firm is selected as the Agency for this project we shall enter into an agreement with BPFTIO,Cuttack.
- 10. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
- 11. I understand that, during any stage of execution of work, if our firm fails to deliver any service mentioned in the scope of work or Terms and Conditions in this RFP within the stipulated time, then BPFTIO,Cuttack has the right to deduct the penalties from Performance Guarantee, after intimating the same to our firm.
- 12. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

Yours faithfully,

Signature

Full name of signatory & Designation
Name of the Bidder/Company etc.

Name and seal of the Bidder

Date:

Place:

Annexure II: Bidder's Data Sheet

1. Name of Tendering Manpower Service Provider _____
- 2.(a)Details of Earnest Money Deposit: DD No. _____ date _____
Rs. _____ drawn on Bank _____
- (b)Details of cost of Tender paper D.D. No. _____ dt. _____ drawn on Bank Amount _____
3. Name of Proprietor/Partner/Director _____
4. Address of Registered Office _____

E-mail _____ Address _____ Telephone No. _____

FAX No. _____ Mobile No. _____

5. Full address of operating/Branch Office: _____

E-mail Address _____ Address _____

Telephone No. _____ FAX No. _____

6. Name & telephone no. of Authorized officer/person to liaison with Office(s) _____ filed

7. Banker of the Manpower Service Provider _____

8. Telephone Number of Banker: _____

9. PAN/GIR No.: _____

10. GST Registration No.: _____

11. E.P.F. Registration No.: _____

12. E.S.I. Registration No.: _____

13. Financial turnover of the tendering Service Provider

Financial Year	Amount (Rs. Lakh)	Remarks, if any
2021-22		
2022-23		
2023-24		

(if the space provided is insufficient, a separate sheet may be attached)

14. Additional information, if any

15. Give details of the major similar contract handled by the tendering Manpower Service Provider during the last two years in the following format.

(If the space provided is insufficient a separate sheet may be attached)

Sl.No.	Name of client, Address, telephone No.	Type of Manpower Provided	Nos.	Amount Of contract Rs. Lakhs	Duration of contract	
					From	TO

16. The annual return/e-return/challan filed in ESI & EPF for last year. (attach attested copies).

17. Additional Information if any
(Attach separate sheet, if required)

Date:

Place:

Full Name:
Seal

Signature of authorized person.

Annexure III: DECLARATION

I _____ Son/Daughter/Wife of
Shri _____ Proprietor/Director/authorized signatory of the Service
Provider, mentioned above, am competent to sign this declaration and execute this tender document.

1. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
2. The information/documents furnished along with the above bid documents are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.
3. I/we have not been black listed by any (Central/State) Government/PSU Departments.

Date:

Place:

Signature of authorized person
Full Name:
Seal

Seal & Signature of Bidder.

Annexure IV: Financial Proposal

To be submitted in original along with the Proposals (Envelope-C)

(A) Financial Proposal Letter

Letter NoDate:

Covering Letter

(on the Agency’s letterhead)

To,

The Director,

BPFTIO,

BOSE Campus

Cuttack-753007

Subject: RFP for selection of a manpower service provider to provide manpower services on outsourcing basis at BPFTIO,Cuttack.

Regarding Financial Proposal

Dear Sir,

I, _____,

enclose herewith our Financial Proposal for Engagement of a **“manpower service provider to provide manpower services on outsourcing basis at BPFTIO,Cuttack”**.

The financial proposal does not contain any conditions and is submitted as per the prescribed format. In case of any discrepancy, our firm will be solely responsible for the same.

I agree that this offer shall remain valid for 180 days from the bid due date or such further period as may be mutually agreed upon.

Yours faithfully,

Signature & Seal _____

Full Name _____

Designation _____

Annexure V: Financial Proposal Format

1. Name of tendering manpower service provider:
2. The bidder shall give the rate per person per month inclusive of all statutory liabilities, taxes, levies, cess, profit, etc.

Sl. No.	Category of the Manpower	No. of Manpower	Monthly Rate (without tax)						Yearly Rate
			Basic Wage (Per Person / Per month) (Rs)	EPF (Per Person/Per month) (Employer contribution) (Rs)	ESI (Per Person/Per month) (Employer contribution) (Rs)	Other Statutory dues if any (Rs)	Service charges/Commission Charges (Per Person/ Per month) (Rs)	Total Cost per month (Rs.) [(Column No.2+3+4+5+6) X Column No.1] (Rs)	Total Cost per year (Rs.) (Column No.7X12) (Rs)
		1	2	3	4	5	6	7	8
I	Office Assistant	03							
II	Office Attendant	01							
III	Junior Librarian	01							
IV	Lightsman	01							
V	Sweeper	02							
VI	Gardener	01							
VII	Security Guards	06							
TOTAL COST									

Seal & Signature of the Bidder:

Address:

Date:

Note:

- a. The above Total Cost Per Month/Year (Column No.7 & 8) are without tax. In addition to the above, GST as applicable will be paid to the Service Provider on gross monthly invoice amount subject to submission of required proof as per rule. The Service Provider shall raise the invoice as per GST Act and Rules.
- b. TDS at applicable rate under GST Act shall be deducted at the time of release of payment.
- c. Any increase or decrease in Minimum wages (Basic wages + VDA), employer's contribution towards EPF / ESI (wherever applicable), etc. shall be to the account of BPFTIO, Cuttack.
- d. The bidders who quote unrealistic rate of service charges, i.e. 0.01%/0.1% shall be debarred for further consideration. If the bidders quote percentage with more than two decimal points, then up to two decimal points only be considered without rounding up.
- e. The bidders are required to quote service/commission charge in Column No. 6, which represents administrative/management charges/other costs.
- f. No conditions should be attached to the price proposal.
- g. The '**Total Cost Per Month**' and '**Total Cost Per Year**' should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall

be considered as final price.

Additional documents required every month

Service Provider will submit the invoice in duplicate to BPFTIO,Cuttack in every month. The Service Provider shall submit invoices separately against each of the services that it has provided for the relevant month. The submission of the invoices shall be along with the below mentioned documents duly stamped and signed by the authorized signatory of the Service Provider:

- Attendance record of the employees for the relevant month – duly certified by the concerned BPFTIO,Cuttack official and concerned Officer-in-charge as a mark of acceptance and verification.
- The wages sheet of the employees for the relevant month.
- Bank statement for crediting the net wages amount to the individual bank account of the employees – duly certified by the concerned Bank.
- EPF Deposit Challan & ECR copy of the month preceding the relevant month.
- Challan and ESI Deposit (if applicable) of the month proceeding the relevant month.
- GST deposit challan of the month proceeding the relevant month.

Annexure VI: An affidavit for not being black listed

<< An affidavit on a non-judicial stamp paper of INR 10/- by Company Secretary/ Authorized Representative and Signatory of the Applicant with his/her dated Sign and Seal >>

AFFIDAVIT

We, <>, having its registered office at <>, do hereby declare that the M/S_____ hasn't been blacklisted/ debarred by any State Government/ Central Government authority for breach on our part.

For and on behalf of:

Signature:

Name:

Designation: (Authorized Representative and Signatory)

Date:

Place:

Annexure VII: Sample Contract Agreement

AGREEMENT

This Agreement is made on this day of _____
Between

The Director, BPFTIO, Cuttack represented by

Sri _____ herein after referred to as the “Authority” which expression shall, where the context so requires or admits, also include its successors or assignees of the one part.

AND

M/s _____ represented by Sri _____ herein after called the “Manpower Service Provider” which expression shall, where the context so requires or admits, also include its successor or assignees of the other part.

Whereas, the “Authority” desires that the services of “_____” are required in BPFTIO.

And whereas the “Manpower Service Provider” has offered its willingness to the same in conformity with provisions of the agreement.

And whereas “Authority” has finalized the rate as per the terms and conditions of the agreement to the “Manpower Service Provider”.

Now this agreement witness as below:-

1. That the Annexure containing the Terms and conditions shall be deemed to form and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the “Authority” to the “Manpower Service Provider” the “Manpower Service Provider” hereby agrees with the ‘Authority’ to provide personnel to be engaged as _____ in BPFTIO,Cuttack in conformity with the provisions of the Terms and Conditions.
3. That the ‘Authority’ hereby further agrees to pay the ‘Manpower Service provider’ the contract price at the time and in the manner prescribed in the said terms and conditions.
4. That in the event of any dispute that may arise it shall be settled as per the Terms and conditions of the contract.

That this agreement is valid up to _____

IN WITNESS WHEREOF the parties have caused their respective common seals to be here into set their respective hands and seals on the day and year first written above.

Signature of the Contractor

Signature

Name/Address of the Contractor

Director,BPFTIO,Cuttack

In the presence of witness:-

1. Signature :

1. Signature:

Name :

Name:

Designation:

Designation:

Address :

Address:

Seal & Signature of Bidder

Annexure VIII: Bank Guarantee Format for Performance Security Submission

Letter No _____ / Dated

To
Director, BPFTIO,
BOSE Campus, Cuttack – 753007.

WHEREAS <<Name and address of the agency>> (hereinafter called “the agency”) has undertaken, in pursuance of contract no.....dated.....to provide.....(description of services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the agency shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the agency such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the agency, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show ground or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the.....day of.....,20.....

Our* branch at* (Name & Address of the* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt..... otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch

* Preferably at the headquarters of the authority competent to sanction the expenditure for Manpower Services or at the concerned district headquarters or the State headquarters.