

**OFFICE OF THE PRINCIPAL,
DHENKANAL AUTONOMOUS COLLEGE, DHENKANAL**

email ID - samsdklcollege@gmail.com / website :- dhenkanalcollege.ac.in

Letter No. 3775

Date: - 14.09.24

QUOTATION CALL NOTICE

Sealed quotations are invited in 2 bid system from the reputed and registered Agencies / Vendors/ Firms to provide the service of manpower on outsourcing basis for Automation work of Central Library, Dhenkanal Autonomous College, Dhenkanal. The registered firms having labour license, EPF, ESI, GSTIN, PAN & IT clearance may submit their quotations accompanied with all the required documents. The quotations should reach to the office of undersigned on or before 17.10.2024 by 5.00 PM through registered / speed post only. The said quotations will be opened at 11.30 AM on 18.10.2024 in the presence of bidders. The bidders shall quote their price for 1 year (valid period for the above personnel) along with Rs.5000/- EMD in favour of Principal, Dhenkanal Autonomous College, Dhenkanal in shape of bank draft payable at Dhenkanal. The undersigned reserves the right to reject the quotations on whole or part without assigning any reason thereof.

For details; visit college website <https://dhenkanalcollege.ac.in>

Chh...
Principal 14.9.24
Dhenkanal Auto. College,
Dhenkanal

R...
14/9/24

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14.9.24

S. Panda
14.9.24

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14/9/24

DETAILS QUOTATION CALL NOTICE

Tender No	3775 dt: 14/9/24
Name of the quotation issue	Principal, Dhenkanal Autonomous College, Dhenkanal
Scope of Work	Data entry details of books in E-Granthalaya 4.0 (cloud based) (Work: - Barcoding, stickering, shelving, and other appropriate library services for cataloguing and classification of books, spine labelling and data upload as per all criteria of 35000 books (approx..))
Last Date and Time For submission of Bid	17.10.2024 at 5.00 PM
Date Time & Venue of opening of Technical Bid	18.10.2024 at 11.30 Staff Common Room
Date, Time & Venue of opening financial bid	19.10.2024 at 11.30 Staff Common Room
Name & Contact number of the concerned person	Sri Subhasish Panda, Jr. Librarian, 7978845055
Address for communication	Principal, Dhenkanal Autonomous College, Dhenkanal, Kunjakanta, Dhenkanal, Odisha, Pin- 759001
Cover containing quotations should be superscribed	Quotations for providing manpower services for Automation, Digitization and services to central library, Dhenkanal Autonomous College, Dhenkanal
EMD (Interest Free Refundable)	Rs. 5000/- (To be attached in Technical Bid)
Mandatory submission 1. Technical Bid 2. Financial Bid 3. Self declaration for not black listed	Annexure-I Annexure-II Annexure-III

Eligibility of Bidder:-

Those who fulfils the following criteria are eligible to participate in the bid process.

1. The firms should have the experience for providing manpower service for related work.
2. The firms must have a valid GSTIN, PAN Card, IT clearance, valid registration certificate from Govt. for running the organization etc.
3. The firms must have labour license, ESI No, EPF in their name.
4. The agencies must not have been black listed by any Govt. or other organization.

Eligibility criteria of Library Service Manpower: -

1. Bachelor's Degree in Library and Information Science, preferably Master Degree in Library and Information Science.
2. The candidates must have Computer Knowledge.
3. The candidates must have six months experience in E-Granthalaya 4.0 (cloud based)

Procedure for submission of Bids: -

Bid should be submitted in 2 envelops as mentioned below:

Envelop - 1

Technical Bid form duly sealed and superscribed as "Technical Bid for providing manpower services for Automation, Digitization and services to Central Library", Dhenkanal Autonomous College, Dhenkanal (Annexure-I)

1. Technical Bid form (Annexure-I duly filled)
2. Copies of all certificates / documents in support of Technical Bid.

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Registration certificate of the applicant's organization.
2. Documentary proof of the registered office or one of the branch offices of the manpower service providers located in Odisha.
3. Documentary proof of 02 years experience in providing manpower service to State Government/ Central Government Departments/PSU on similar work.
4. Copy of PAN card.
5. Copy of the IT return filed for the last three financial year, i.e. 2021-22, 2022-23 and 2023-24.
6. Copy of GST registration certificate.
7. Copies of EPF and ESI registration certificates.
8. Copy of valid Contract labour License (R & A) Act,1970.
9. Copy of the Audited Statement of accounts (Balance Sheet, Profit & Loss A/C etc.) showing minimum annual turnover of 10 lakhs in each FY 2022-23 & 2023-24.
10. Copy of single contract on similar work if available.
11. The bidder has to deposit EMD through Bank Draft for Rs. 5000/- (Rupees five thousand) only in favour of The Principal, Dhenkanal Autonomous College, Dhenkanal in any Nationalised bank payable at Dhenkanal.

Envelop-2

Financial Bid duly sealed and superscribed "Financial Bid for providing manpower services for Automation, Digitization and Services to Central Library," Dhenkanal Autonomous College, Dhenkanal (Annexure-II)

1. Financial bid form (Annexure-II, Duly Filled)
2. The rates in both words and figures without any certification or overwriting should be quoted in financial bid.

Envelop-3

Duly sealed should contain

1. Tender envelop 1 & 2
2. Tender Notice
3. Self-declaration for not black listed (Annexure-III)
4. Self-attested copy of bank details

Bidding Procedure:

1. Technical bid consisting all the terms and conditions along with all requisite documents and technical details (Annexure-1 duly filled)
2. Financial Bid indicating on unit price per books and total price including all taxes, service charges etc. (Annexure-II, duly filled).
3. Technical bid (Annexure-I) and Financial Bid (Annexure-II) should be separately sealed and superscribed as "Technical bid for providing manpower services for Automation, Digitization and Services to Central Library," Dhenkanal Autonomous College, Dhenkanal. Similarly, financial bid, should be superscribed as "Financial bid for providing manpower services for Automation, Digitization and Services to Central Library," Dhenkanal Autonomous College, Dhenkanal'.
4. Technical Bid shall be opened at the first instance and evaluated by Technical committee, Library committee and Purchase committee. At the second stage, financial bids of only technically qualified bidders shall be opened for financial evaluation and ranking before awarding the contract.

TERMS AND CONDITIONS RELATING TO SERVICE PROVIDER

1. The firm/agency should be a registered firm.
2. The service provider should have two years' experience in similar work to various Government Departments, Public Sector Undertaking and Autonomous Organizations of Govt. of India. Performance certificates issued by their clients should be attached.
3. The service provider shall not assign, transfer, pledge or sub-contract the performance or services without the prior written consent of this office.
4. All services shall be performed by persons qualified and skilled in performing such services.
5. The period of contract will initially be for a period of four months from the date of award of contract subject to review of performance in every month and will be extendable at the discretion of the college authority after expiry of contract.
6. The Agency should submit PAN and Service Tax Registration Number in their firm's name.
7. The firm / agency should have Provident Account No./ESI No. in their name.
8. The persons supplied by the Agency should verify and submit if any Police records/criminal cases are pending against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The service provider will also ensure that the personnel deployed are

- medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request. The service provider will send a suitable panel for engagement of personnel to the Principal, Dhenkanal Auto. College, Dhenkanal on placement of requisition within 15 days for selection. Before taking up the assignment of the automation work, the panel of selected person will give a screening test.
9. The service provider has to provide the Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss should be reported immediately.
 10. The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill be enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
 11. The College Authority may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and service provider shall forthwith comply with such requirements.
 12. The service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
 13. Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service providers.
 14. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret nature that can attract legal action.
 15. The service provider's person shall not claim any benefit/ compensation/ absorption/ regularization of services in this office under the provision of Industrial Disputes Act, 1947 of Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
 16. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
 17. Non performing or inadequately trained or improperly behaved personnel deployed by the service provider must be replaced within 15 days from the date of

- lodging complaints for the same by the College Authority. The decision as to whether a deployed person or persons are not performing or inadequately trained shall lie solely at the discretion of competent College authority. College Authority reserves the right to impose penalty to the service provider.
18. The transportation, food, medical and other statutory requirement under the various Acts/Govt. Regulations in respect of each personnel of the service provider will be the responsibility of the service provider. This shall include payment of PF, ESI, Service Tax etc. However, payments in respect of PF, ESI etc. or any such other statutory requirements to the successful contractor shall be made subject to furnishing of proof of such payments to the concerned authorities indicating the PF No., ESI No. etc. of the outsourced persons every month without fail and before submitting bills for the subsequent months.
 19. The service provider shall provide a substitute well in advanced if there is 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.
 20. If for any reason the personnel deployed by the service provider proceeds on absence, he/she should properly intimate the Controlling Officer and the Concerned Administration before such absence or in case of medical emergency on the first day of taking such absence either officially or telephonically clearly indicating the number of days he/she will be absent.
 21. The service provider shall be contactable at all times and message(s) sent by E-mail/Fax/Special Messenger/Phone from the Department to the service provider shall be acknowledged immediately on receipt on the same day.
 22. However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement, then one month's wages etc. and any amount due to the agency from the Principal, Dhenkanal Autonomous College, Dhenkanal shall be forfeited.
 23. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

SPECIFIC TERMS AND CONDITIONS RELATING TO SERVICE PROVIDER / AGENCY

1. The Agreement shall commence from the date of awarding contract and shall continue till 4 months unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc or change in requirements of Central Library, Principal, Dhenkanal Auto. College, Dhenkanal.
2. The Agreement shall automatically expire after 4 months unless extended further by the mutual consent of the manpower service provider and the authority.
3. The Agreement may be extended, on the same terms and condition or with some additions/deletions/modification, for a further specific period mutually agreed upon by the manpower service provider and the Authority.
4. The manpower service provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The manpower 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 documents 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 for legal action besides termination of the agreement.
6. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The Principal, Dhenkanal Autonomous College, Dhenkanal shall, in no way be responsible for settlement of such issues whatsoever. In case the Grievance of the deployed person are not attended to by the manpower service provider the deployed person can place their grievance before a joint committee consisting of a representative of the Principal, Dhenkanal Autonomous College, Dhenkanal and Authorized representative of the manpower service provider.
7. In case of termination of this Agreement in 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.
8. The person deployed shall not claim any benefit or compensation or regularization of deployment with office under the provision of rules and acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.

9. The manpower service provider must be registered with the concerned Govt. Authorities i.e. Labour Department, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration certificate should be submitted. The manpower service provider shall comply with all the legal requirements for obtaining license under contract labour (regulations and abolition) act, 1970 if any at his own part and cost.

LEGAL

1. The person 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 manpower service provider as well as the person deployed liable for penal action under the application laws besides, action for breach of contract.
2. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Central Library, Dhenkanal Autonomous College, Dhenkanal. The Principal, Dhenkanal Autonomous College, Dhenkanal shall have no liabilities in this regard.
3. The manpower service provider shall also be liable for depositing all taxes levies, cess, etc. on account of service rendered by it to the Central Library, Dhenkanal Autonomous College, Dhenkanal to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Attested Xerox copy of such documents shall be furnished to the Central Library Dhenkanal Autonomous College, Dhenkanal.
4. The manpower service provider shall maintain all statutory registers under the law and shall produce the same on demand, to the authority of the Principal, Dhenkanal Autonomous College, Dhenkanal or any other authority under law.
5. In case the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the Central Library, Dhenkanal Autonomous College, Dhenkanal is put to any loss/obligation, monetary or otherwise, Central Library, Dhenkanal Autonomous College, Dhenkanal will be entailed to get itself reimbursed out of the outstanding bills or the performance security deposit of the manpower service provider to the extent to the loss or obligation in monetary terms.
6. The Agreement is liable to terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues. The Principal, Dhenkanal Autonomous College,

Dhenkanal will have no liability towards non-payment of remuneration to the person employed by the manpower service provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Central Library, Dhenkanal Autonomous College, Dhenkanal concerned by the person deployed, the same will be recovered from the unpaid bills or adjusted from the Performance Security deposit.

GENERAL TERMS AND CONDITIONS

1. Service provider should send their quotations through registered post / speed post only. No. other mode will be accepted.
2. The quotation without EMD, less EMD will be summarily rejected.
3. The amount of EMD will be refunded in case of unsuccessful bidder after finalization of tender or latest on or before 30 days after the award of the contract without interest. The EMD of successful bidder will be retained until the completion of the work and kept as a security deposit and it will be refunded on production of original receipt after completion of satisfactory work.
4. The numbers of books and quantum of work as mentioned may be increased or decreased during the period of contract.
5. College Authority is not responsible for receipt of Quotation documents within specified time and date due to any reason including postal delays holidays.
6. Bids submitted without supporting documents or incomplete are liable for rejection. Any delay in providing services of manpower within specified date the service provider are responsible and the authority reserves the right to cancel the order.
7. In financial bid the rate of the item should be inclusive of all taxes, service charges etc.
8. The rate must be valid for 1 year.
9. The service provider has to provide service within 15 days of the receipt of the order letter.
10. Quoting merely the lowest price does not confer the right to any bidder for the award of contract. The purchase committee reserves the right to select the best bid on the ground of specification proven performance track record, service providers reputation and back up support, quality service and fulfilling all the terms and conditions. etc.
11. Conditional offer will not be entertained.
12. Any loss caused to the institute due to any wrong calculation claims will be recovered from the service provider at any time.
13. The selected service provider has to submit the bill/invoice in triplicate mentioning the quotation of work done by the library service manpower, unit rate and total rate and taking all other GST and service charges.

14. Any deviation to the aforesaid terms and conditions, it shall amount to rejection of tender documents.
15. Before starting the work in central library, Dhenkanal Autonomous College, Dhenkanal the successful bidder is required to make the agreement with the Principal for execution of the work. That the service provider / agency will execute on indemnity bond on judicial stamp paper worth Rs.20 for signing the contract agreement and all the expenses will be borne by the service provider agency.
16. For any query pertaining to bid document, correspondence be addressed to Subhasish Panda, Junior Librarian Dhenkanal Autonomous College, Dhenkanal, Mobile No. 7978845055.
17. Any dispute arising out of the services provided shall be subjected to jurisdiction of Dhenkanal Court only.
18. Any correction / corrigendum will be given in the college official website. Please visit website <https://dhenkanalcollege.ac.in> for any up to date information.
19. Quotations not submitted in prescribed format or incomplete in any respect is liable for rejection.
20. The Authority reserves the right to accept or reject the quotations in whole or part without assigning any reasons thereof.

Payment

1. The payment will be made on submission of bills after satisfactory completion of work done and duly verified by our technical and purchase committee.
2. Counter conditions by the bidders in matters concerning payment of bills shall not be acceptable.

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

1. List of Man Power shortlisted by agency for deployment in Central Library, Dhenkanal Autonomous College, Dhenkanal will be submitted at Central library, Dhenkanal Autonomous College, Dhenkanal containing full details i.e. date of Birth, marital status, address, educational qualification etc.
2. Bio-data of all persons.
3. Any other document considered relevant.

Chakraborty
14.9.24
Principal

Dhenkanal Auto. College,
Dhenkanal

S. Panda
14.9.24

[Handwritten signatures and dates]
14.9.24
14/9/24
14/9/24

TECHNICAL BID

For providing manpower services for Automation, Digitization and Services to Central Library, Dhenkanal Autonomous College, Dhenkanal

Sl. No.	Description	To be filled in by the supplier
1	Name of the Service Provider / Agency	
2	Name of the Proprietors / Partner / Director	
3	Fill Address / Phone No/ Mobile No of registered office	
4	Details of EMD (Attached Attested copy)	
5	Details of Bank (Attached Attested copy)	
6	PAN No (Attached attested copy)	
7	GST Registration No (Attached Attested copy)	
8	EPF Registration No (Attached Attested Copy)	
9	ESI Registration No (Attached Attested Copy)	
10	Labour License No. (Attached Attested copy)	
11	Financial Turn over (Annual) for last two years	
12	IT return for last three years (2021-22, 2022-23 & 2023-24)	
13	Additional information, if any (Separate sheet attach, if required)	

Declaration

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1. I, Shri _____ Son/ Daughter/ Wife of Proprietor / Director/ Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document;
 2. I have carefully read and understood all the terms and conditions of the quotation and undertake to abide by them.
 3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are 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.

Date:

Signature of Service Provider/ Authorized Person

Place:

Name:

Seal :

FINANCIAL BID

For providing manpower services for Automation, Digitization and Services to Central Library, Dhenkanal Autonomous College, Dhenkanal

Sl. No.	Man power type	Description of work	Cost per unit piece of book (including GST and other charges) (Rs.)	Total cost for total books (35000 books approx.) including GST and other charges (Rs)	Remarks
1	Library service Manpower	Data entry details of books in E-Granthalaya 4.0 (cloud based) (Work:- Barcoding, stickering, shelving, and other appropriate library services for cataloguing and classification of books, spine labelling and data updation as per all criteria of EGP 4.0			

The rate should be inclusive of all taxes, service charges etc.

Date:

Signature of the Service Provider / Authorized Person

Place:

Seal:

SELF-DECLARATION IN FAVOUR OF NOT BEING BLACK LISTED

To
The Principal
Dhenkanal Auto. College, Dhenkanal

Ref: Quotation No. Date.

Madam/ Sir,

I/We _____ hereby confirm that our agency/ firm has not been banned or black listed by any Govt. organization / financial institution / court / public sector / private sector / state govt./ central govt.

Place:

Date:

Signature of the Service Provider / Authorized Person
Seal: