

ORISSA SPACE APPLICATIONS CENTRE

(Dept. of Science & Technology, Govt. of Orissa)

Plot No.45/48(P) Jayadev Vihar, Near Gopabandhu Academy of Administration
Unit-16, Bhubaneswar-751 023

TENDER NOTICE No. 7/2010

Sealed tenders are invited from reputed registered Agencies/ Firms for providing Labour Service and having experience of at-least five years for executing in the concerned field to the office of the undersigned.

Cost of tender paper	:	Rs.200.00
Date of issue of tender paper	:	07.04.2010
Last date of submission of tender	:	22.04.2010 till 1 PM
Opening of Tender	:	22.04.2010 at 3.30 PM
Earnest Money Deposit	:	Rs.10,000/-

ORSAC reserves the right to change the above programme without assigning any reason thereof.

For details, please visit <http://www.orissagov.nic.in> or <http://www.orsac.org> or in the above office for the tender papers.

CHIEF EXECUTIVE

ORISSA SPACE APPLICATIONS CENTRE

(Dept. of Science & Technology, Govt. of Orissa)
Plot No.45/48(P) Jayadev Vihar, Near Gopabandhu Academy of Administration
Unit-16, Bhubaneswar-751 023

TENDER NOTICE NO. ORSAC: 7/2010

Tender for Providing Labour Services

Sealed tenders are invited from reputed registered Agencies/ Firms for providing Labour Service and having experience of at-least five years for executing, preferably three similar contracts in Government/Public Sector Undertakings.

The agencies/ firms having valid registration certificate, Labour license, Income Tax Certificate/PAN and work experience are eligible to apply.

- a) Non-transferable tender documents stated above will be available from office of the Orissa Space Applications Centre (ORSAC), Bhubaneswar on payment of Rs.200.00 payable in shape of Cash/Crossed Demand Draft of any scheduled bank having branch at Bhubaneswar drawn in favour of Orissa Space Applications centre, Bhubaneswar, Orissa. This tender document can also be browsed and downloaded from ORSAC website: <http://www.orsac.org> or from Govt. of Orissa web site <http://www.orissagov.nic.in>. The downloaded bid document can be used provided it is accompanied with a crossed Demand Draft towards cost of the tender document. Tenders interested to receive tender documents by Registered Post should pay additional amount of Rs.200/- (Rupees two hundred) only. However, ORSAC will not be responsible for postal delays in delivery of the documents.
- b) The tenders should be submitted after due compliance with guidelines given in the tender documents. Tenders submitted in incomplete form shall be rejected outright.
- c) The filled in sealed tenders shall be submitted in the office of the ORSAC, Bhubaneswar by Registered Post, Speed Post or dropped at the tender box. Tenders received after due date and time shall not be entertained. Tender offer must be accompanied with the EMD value Rs.10,000/- in shape of bank draft drawn in favour of Orissa Space Applications Centre, payable at Bhubaneswar.
- d) The tender papers will be available for sale in the office of the ORSAC between 11.00 AM to 4.00 PM on working days from 07.04.2010 to 22.04.2010. The sealed tenders will be received till 1.00 PM of 22.04.2010 in

office of the ORSAC. The bid will be opened on 22.04.2010 at 3.30 PM in presence of the tenders or their authorized representatives, if they so desire.

- e) ORSAC reserves the right to cancel any or all tenders without assigning any reason thereof.

GENERAL TERMS AND CONDITIONS

1. Submission of the tender

The rate should be quoted strictly in the proforma as per Annexure-II. Quoting in any other proforma or else where will not be entertained. Tender should be submitted in one envelope superscribed "**Tender for Labour Service**". The tender should be submitted in the Tender Box placed at the address mentioned below not later than 22.04.2010 (1 PM) along with following documents (Annexure-I).

- 1) Company's Registration Certificate
- 2) Income Tax Clearance Certificate/PAN
- 3) Last 5 years experience
- 4) Original Money receipt of the tender in case of cash deposit
- 5) Labour Registration Certificate from Government
- 6) EMD in shape of DD/BD amounting to Rs.10,000/-

Address : *Chief Executive, Orissa Space Applications Centre,
Plot No.45/48(P), Jayadev Vihar,
Near Gopabandhu Academy of Administration,
Unit-16, Bhubaneswar-751 023*

2. Security Deposit:

- a) The successful bidder has to deposit Rs.10,000/- (Rupees Ten thousand) only in shape of BG/Banker's cheque drawn in favour of Chief Executive, ORSAC, Bhubaneswar towards security deposit. In case of non-fulfillment of the contract, the security deposit will be forfeited. No interest shall be paid on the security deposit.
- b) The tenderer shall enclose with the tender application a demand draft of Rs.10,000/- (Rupees ten thousand) only towards EMD drawn on any Nationalized Bank in favour of ORSAC payable at Bhubaneswar.
- c) The EMD of unsuccessful bidders will be refunded within 60 days/after finalization of the Tenders without any interest.

3.0 Period of Contract:

- 3.1 The initial period of contract is for one year from the date of agreement. On successful completion of the contract, the contract period may be extended subject to satisfactory performance and on mutual consent.

3.2 Termination of Contract :

ORSAC reserves the right to terminate the contract without assigning any reason thereof at any time during contract period by giving 30 days notice. In case of failure by the agent to fulfill his contractual obligations, the ORSAC reserves the right to cancel the contract and the security deposit shall be forfeited in addition to any additional liability on the agent towards risk and cost.

4. Wages and statutory Dues

- a) The wage and other statutory dues should be quoted as per the minimum wages act, and other relevant act and rules as applicable/notified during the operation of the agreement.
- b) The agent should maintain proper records of his employees attendance and payment made to them and such records should be made available to ORSAC for scrutiny as and when required. The agency shall be responsible for all sorts for statutory payments to the staff employed by him.
- c) The rates of different category of labours shall not be less than the rates of minimum wages prescribed by the Government from time to time.

5.0 The telephone communication round the clock with the agency should be ensured, so that he can be contacted at any time.

5.1 The agency shall be responsible for proper behavior of all the persons employed by him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing, or acting in any detrimental or prejudicial to the interest of company. The decision of the Officer-in-charge upon any matter arising under the clause shall be final and binding on the agency.

5.2 To tender Labour services and such other duties in connection with the security and incidental thereto as and when entrusted to them.

5.3 The Agent will comply all statutory provisions of law and keep ORSAC informed and amendment of law time to time.

5.4 Agent shall comply with all relevant rules and regulations of Act applicable a present and to be enforced from time to time.

6.0 Employment liability:

The agency shall be solely and exclusively responsible for engaging their labourers. The ORSAC will have no liability what so ever concerning the employes of Labour provider. The agency shall indemnify ORSAC against all loss or damages. The agency shall make regular and full payment of all wages to its workers/employees.

7.0 Execution of Agreement:

The successful bidder or his authorised representative has to execute an agreement with ORSAC in non-judicial stamp paper after depositing the required security deposit within 10 days of issue of the order.

8.0 Payment of Bills:

Bills will be paid once in a month. Bills for a particular month shall be submitted in duplicate within first week of the succeeding month. Payment shall be released subject to certificate given by the Officer-in-charge. Tax if any, shall be deducted at source as per the Act.

9.0 SCOPE OF WORK

- ❖ To provide labour service in and around ORSAC Office and any other places as and when required by the office as per direction of Officer-in-Charge.
- ❖ To maintain registers/ records relating to those activities covered under the scope of work as per the instructions of ORSAC from time to time.

10. Right of acceptance or rejection of tenderers

ORSAC reserves the right to :

- a) Accept/Reject any of the tender in full or part thereof.
- b) Revise the requirement at the time of placing the order.
- c) Add, modify, relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary.
- d) Reject any or all the tenders in part or full without assigning any reason thereof.
- e) Award contracts to one or more bidders for the item/s covered by the tender.

The tender is liable to be rejected inter alia :

- a) If it is not in conformity with the instructions mentioned in the tender paper
- b) If it is not properly signed by the bidder
- c) If it is received by telex or telegram
- d) If it is received after the expiry of the due date and time
- e) If it is not enclosed with the Money Receipt / DD
- f) If it is not accompanied by the requisite EMD and proper document
- g) Conditional tenders are liable to be rejected

11. Arbitration:

In the event of any dispute, arising out of the contract the same shall be referred for arbitration to the Chief Executive, ORSAC, Bhubaneswar or any arbitrator appointed by him after due notice and such appointment and the award of the arbitrator shall be final and binding. The venue of arbitration will be Bhubaneswar.

CHIEF EXECUTIVE

Annexure-I

List of documents submission

Sl. No.	Documets to be submitted	Submitted	Not submitted	Remarks
1	Copy of Registration of the firms with Govt. Deptt.			
2	Proof of experience			
3	Valid labour license (as per Sec.12 and Sec.13 of the contract Labour (R&A) act.1948			
4	Copy of Income Tax/ PAN card			
5	Rate quoted complies with the minimum wages act of Govt. of Orissa & with all the statutory provisions (write Yes or No)			
6	EMD in shape of DD/BD amounting to Rs.10,000/-			
7	Original Money Receipt of the tender in case of Cash deposit			

Signature of Bidder

Annexure-II

BID FORM

Sl. No.	Categories of labours	Lump sum Rate per month (Including all charges) per person
1	Unskilled	
2	Semi Skilled	
3	Skilled	
4	Highly skilled	

** Certified that the above quoted rate complies with minimum wages act and all the statutory provisions & rules as applicable as per Central Govt. & Govt. of Orissa. The above rate is inclusive of service tax or any other tax payable to Govt.

Signature of the Bidder.