



ODISHA STATE MARITIME MUSEUM JOBRA, CUTTACK

BID DOCUMENT FOR THE PROJECT

Name of the Project:-Providing Security Service, Gardening,
Housekeeping & Attendant of Odisha State
Maritime Museum, Jobra, Cuttack.

EMD to be Deposited: - Rs. 1,11,873.00
(In shape of TDR/ NSC/KVP)

**Executive Engineer
Mahanadi South Division
Jobra, Cuttack
Cum
Member Secretary
Odisha State Maritime Museum
Jobra, Cuttack.**

**OFFICE OF THE EXECUTIVE ENGINEER
MAHANADI SOUTH DIVISION, JOBRA, CUTTACK-7
CUM
MEMBER SECRETARY, ODISHA STATE MARITIME MUSEUM
JOBRA,CUTTACK.**

Website: www.odishastatemaritimemuseum.org

Contact No. 0671-2415500

QUOTATION CALL NOTICE

Sealed quotations addressed to the Executive Engineer, Mahanadi South Division, Cuttack Cum Member Secretary, OSMM, Jobra, Cuttack are invited from the registered firms/ experienced agencies for deployment of Security Guard (16 nos.), Supervisor (1 no.), Gardener (7 nos.), Sweeper (5 nos.) & Attendant (5 nos.) in the office of the Director, Odisha State Maritime Museum, Jobra, Cuttack on 3 years contract basis so as to reach the undersigned on or before 15.05.2017 at 3.00 PM, through registered post or in the drop box at office of the Director, OSMM, Jobra, Cuttack which will be opened on the same day at 4.00 PM in the office of the Director, OSMM, Jobra, Cuttack by the undersigned in presence of the quotationers/ their authorized persons. The sealed quotations received after the due date shall not be entertained and this office shall not take any responsibility for postal delay. Quotation papers can be had from 08.05.2017 to 15.05.2017 from the Office of the Director, OSMM, Jobra Cuttack on payment of Rs. 2000.00+ VAT 5% each (non refundable) in cash, during the working hours i.e. from 10.00 AM to 5.00 PM and on 15.05.2017 from 10.00 AM to 1.00 PM and may also be downloaded from the official website of Odisha State Maritime Museum, Jobra, Cuttack i.e. www.odishastatemaritimemuseum.org with a payment of 2000+ VAT 5% in shape of demand draft in favour of Member Secretary ,Odisha State Maritime Museum, Jobra, Cuttack payable at Bank of India, Ranihat branch , Cuttack.(to be deposited alongwith the quotation)

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TECHNICAL BID

SCOPE OF THE WORK:

The Security personnels are to be engaged in shift wise duty for 24 hours to keep safe guard to the museum. The Supervisor is to be engaged for supervising the duties of security personnel, gardener & sweeper and their out turns. The gardeners are to be engaged for maintaining garden and lawn. The sweepers are to be engaged for keeping neat and clean the whole area inside the museum premises. The attendants are to be engaged in official duties as well as in galleries.

Term & condition:

1. The above requirement/ engagement of the number of workers stipulated in the QCN subject to change which will remain at the discretion of the authorities.
2. The successful bidder shall execute an agreement with the Executive Engineer, Mahanadi South Division, Cuttack Cum Member Secretary, OSMM, Jobra, Cuttack.
3. The payment towards wages of the workers shall be paid on monthly basis to the service provider as per the following schedule of rate.
 - I. Security Guard (16 nos.)- Rs. 8925/- (excluding Service charges)
 - II. Supervisor (1 no.)- Rs. 10548/- - do -
 - III. Gardener (7 nos.)- Rs. 9737/- - do -
 - IV. Sweeper (5 nos.)- Rs. 8925/- - do -
 - V. Attendant (5 nos.)- Rs. 8925/- - do -
4. The service provider shall be paid a fix percentage (as approved) towards service charges on the total payment of wages paid to the worker. The rate of wages cannot be enhanced until and unless it is revised by govt. of Odisha (Labour Deptt.)
5. The contract with the service provider shall be valid for a period of three years from the date of agreement and the same may be renewed for further period if required.
6. All the workers should behave properly to the Officer/ supervising staff otherwise they shall be disengaged by the service provider on a report by the controlling officer.
7. The service provider shall be held responsible for any missing/ theft of any for vandalism by the workers provided by him during the duty hour.

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8. Non Sub- Contractor will be allowed for engagement of workers.
9. The service provider should adhere to the Odisha Labour Act. As well EPF group insurance rules.
10. The Executive Engineer, Mahanadi South Division, Cuttack Cum Member Secretary, OSMM, Jobra, Cuttack will not be held responsible for any unforeseen incident mishaps and accident of the workers engaged by the service provider during the period contract.
11. The workers engaged by the service provider must wear a standard uniform along with identity card issued by the service provider and the expenditure shall be born by the service provider.
12. Any breach of contract during the period of contract will result in termination of contract and forfeiture of security deposit.
13. The successful service provider will have to deposit an amount of Rs. 1, 11,873.00 (Rupees One Lakh eleven thousand eight hundred seventy three) only as performance security in shape of Bank Guarantee which should be valid till 3 years from the agreement period.
14. Law Court at Cuttack only shall have the Jurisdiction to decide any dispute arising out of the terms of aprecent with successful bidders.
15. The registered office of the quotationer must be located in the jurisdiction of local area.
16. The agency should be a company as per the companies Act. 1956.

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17. The office address should be registered under valid shop & commercial Establishment Act Certificate.
18. Up to date VAT Clearance Certificate.
19. Service Tax Registration Certificate.
20. The tenderer must have registered itself under State & Central Labour office.
21. ESI Registration Certificate.
22. EPF Registration Certificate.
23. Valid labour license for engaging labours under labour regulation and abolition Act from last 3 years.
24. Affidavit that the establishment has not been blacklisted or any other case pending against the directors.
25. PAN Card.
26. Latest I.T Return 2015-16.
27. The quotationers shall be deposit Rs. 1,11,873.00 (Rupees One lakh eleven thousand eight hundred seventy three) only towards security deposit trough NSC/KVP/ TDS pledged in favour of Executive Engineer, Mahanadi South Division, Cuttack Cum Member Secretary, OSMM, Jobra, Cuttack and be enclosed along with the quotation.
28. The authority reserves the right to terminate the contract at any time without assigning any reason thereof.
29. EPF deposit Schedule must be submitted monthly & ESI Card should be issued to each worker.

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CHECK LIST

Name of the Engagement of Security Guard, Supervisor, Gardener, Sweeper & Attendant

Sl. No	List of Document	Document attached / Not attached	For the office use only
1.	Credibility and experience certificate issued from the concerned Authority/ Employer at least for 2 to 3 (two to Three) years as man power service provider.		
2.	Agencies / companies should registered under companies Act. 1956		
3.	PAN Card		
4.	I.T return certificate for last financial year 2015-16		
5.	Up to date VAT Clearance certificate		
6.	Valid labour license for minimum 100 nos. of labourers issued from concerned District labour office.		
7.	The tenderer office address should be registered under shop & Commercial Act.		
8.	Valid EPF Registration Certificate		
9.	Service Tax Registration Certificate		
10.	ESI Registration Certificate		
11.	EMD of Rs.1,11,873/- vide TDR/NSC/KVP with No. & date.		
12.	The tenderer must have to submit an affidavit that company had not been black listed and no Criminal case are pending against the company		
13.	The tenderer should have registered/ Branch office located within the jurisdiction of Cuttack District		

Signature of bidder
Name of Company
Address of Company
Contact No.
Email ID.

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Detailed Tender Schedule for “Providing Security Service, Gardening & Housekeeping of Odisha State Maritime Museum, Jobra, Cuttack”.

1. Security Service :-

a) Security Guard (Semi skilled)

Wage per day	-	Rs. 220.00	
E.P.F- 13.36%	-	Rs. 29.39	
E.S.I- 4.75%	-	<u>Rs. 10.45</u>	
		Rs. 259.84	
Add Service Tax-14.5%	-	<u>Rs. 37.67</u>	
		Rs. 297.51 / day	
Wage per month		Rs. 8925.30	
	Or	Rs. 8925.00 / Each	
For 16 Nos.	-		Rs. 142800.00

B) Supervisor (Highly skilled) -1 No.

Wage per day	-	Rs. 260.00	
E.P.F - 13.36%	-	Rs. 34.73	
E.S.I - 4.75%	-	<u>Rs. 12.35</u>	
		Rs. 307.08	
Add Service Tax-14.5%	-	<u>Rs. 44.52</u>	
		Rs. 351.60 / day	
Wage per month		Rs. 10548.00/ Each	
	Or	Rs. 10548.00 / Each	
For 1 No.			Rs. 10548.00

2. Gardener (Skilled) - 7 Nos.

Wage per day	-	Rs. 240.00	
E.P.F - 13.36%	-	Rs. 32.06	
E.S.I - 4.75%	-	<u>Rs. 11.40</u>	
		Rs. 283.46	
Add Service Tax-14.5%	-	<u>Rs. 41.10</u>	
		Rs. 324.56 / day	
Wage per month		Rs. 9736.80	
	Or	Rs. 9737.00 / Each	
For 7 Nos.			<u>Rs. 68159.00</u>
			Rs.2, 21,507.00

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3. Attendant (Semi Skilled) – 5 Nos.		
Wage per day	-	Rs. 220.00
E.P.F- 13.36%	-	Rs. 29.39
E.S.I- 4.75%	-	<u>Rs. 10.45</u>
		Rs. 259.84
Add Service Tax-14.5%	-	<u>Rs. 37.67</u>
		Rs. 297.51 / day
Wage per month		Rs. 8925.30
	Or	Rs. 8925.00 / Each
	For 5 Nos.	Rs. 44625.00

House Keeping

4. Sweeper(Semi skilled) - 5 Nos.		
Wage per day	-	Rs. 220.00
E.P.F- 13.36%	-	Rs. 29.39
E.S.I- 4.75%	-	<u>Rs. 10.45</u>
		Rs. 259.84
Add Service Tax-14.5%	-	<u>Rs. 37.67</u>
		Rs. 297.51 / day
Wage per month		Rs. 8925.30
	Or	Rs. 8925.00 / Each
	For 5 Nos.	<u>Rs. 44625.00</u>
	Total	Rs.3,10,757.00/month
	For Three years	Rs.1, 11, 87,252/-

EMD @ 1% = Rs. 1, 11,872.52
Say = Rs.1, 11,873.00

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PRICE BID

A.

Sl. No	Category of workers	Unit	Qty	Category	Detail Wage							Service charges on the approved wages in Percentage
					WAGE PER DAY	EPF @ 13.36%	E.S.I @ 4.75%	TOTAL	Service TAX @ 14.5%	TOTAL WAGE PER DAY	WAGE PER MONTH	
1	Security Guard	Nos.	16	Semi Skilled	220	29.39	10.45	259.84	37.67	297.51	8925.30	
2	Supervisor	No.	1	High Skilled	260	34.73	12.35	307.08	44.52	351.60	10548.00	
3	Gardener	Nos.	7	Skilled	240	32.06	11.40	283.46	41.10	324.05	9736.80	
4	Sweeper	Nos.	5	Semi Skilled	220	29.39	10.45	259.84	37.67	297.51	8925.30	
5	Attendant	Nos.	5	Semi Skilled	220	29.39	10.45	259.84	37.67	297.51	8925.30	

B. Material cost per month

Sl. No.	Items	Unit.	Qty.	Rate per Month	Rate in Percentage	
					Excess	Less
1.	Sanitary	No.	18	3000.00		
2.	Gardening	Acr.	2.50	2000.00		

Signature of Agency

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