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SAMBALPUR DISTRICT CO-OPERATIVE CENTRAL BANK LTD.
HEAD OFFICE: BARGARH- 768028

Ref. No. 2063 /TCN/CB/Estt./2024-25

Date: 31/07/2024

Tender Call Notice

Notice for inviting tender of contract for providing services of Armed Guards, Drivers and Support Staffs to S.D.C.C. Bank Ltd., Bargarh.

Sealed tenders are invited under two bid system from manpower providing agencies / service providers registered under Partnership / Companies Act to provide services of Support Staff, Armed Guards and Drivers for their deployment in Head office and different Branches of the Bank on outsourced basis from September 2024 for a period of one year or till regular recruitment is made in Drivers and Support Staff grade in the Bank, whichever comes earlier.

The detailed information for outsourcing the service of the aforesaid personnel has been given in the tender documents, which may be obtained in person from the Premises Officer of the Bank at our Head Office on production of a D.D. of Rs.5,000/- (Rupees Five thousand) (non-refundable) in favour of "Sambalpur DCCB Ltd., Bargarh" drawn on any Commercial Bank on any working day between 11.00 AM to 4.00 PM. The Tender documents should be submitted to the Asst. General Manager, (O & A) I/C of the Bank, through Speed Post only.

The last date and time for submission of Tender documents is 12.08.2024 by 2.00 PM. The documents submitted through any other mode shall not be accepted and documents received after the scheduled date and time shall not be entertained.

The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof


Chief Executive Officer

Memo No. 2064 /Dt. 31/07/2024

Copy to Notice Board, Head Office for information of all the concerned for Wide publicity.


Chief Executive Officer

Memo No. 2065 /Dt. 31/07/2024

Copy to website : www.sambalpurdccbl.com for wide publicity.


Chief Executive Officer.

SAMBALPUR DISTRICT CO-OPERATIVE CENTRAL BANK

HEAD OFFICE: BARGARH-768028

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TENDER DOCUMENT

**For providing Manpower Service i.e. Armed Guard, Driver &
Support staff to the**

SAMBALPUR DISTRICT CO-OPERATIVE CENTRAL BANK

By a Service Providing Firm / Company

Tender Schedule

- a. Date of issue of Advertisement : 31.07.2024
- b. Date of publication of Advt. : 01.08.2024
- c. Availability of tender document : From PREMISES OFFICER of the Bank on production of tender cost in shape of Demand Draft, in favour of the SDCC Bank Ltd., Bargarh.
- d. Date of Issue of tender Documents
From the Premises Officer : 02.08.2024
- e. Last date of receipt of tender document: Within 2.00PM of 12.08.2024
(Documents received after 2.00PM of 12.08.2024 shall be outrightly rejected)
- f. Date and time for opening of
- (i) Technical Bids : 13.08.2024 at 11.00 A.M.
- (ii) Financial Bids of eligible Bidders : 13.08.2024 at 03.00 P.M.
- (iii) Venue of opening of bid : In the conference hall of the Bank.
- g. Likely date of commencement of
Deployment of required manpower : During 1st week of Sept. 2024

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The SDCC Bank, Bargarh requires the services of reputed, well established and financially sound Manpower Service Providers (herein after called “**Service Provider**”) to provide services of **ARMED GUARD, DRIVER AND SUPPORT STAFFS** on outsourcing basis for their deployment at the Branches and Head Office of Sambalpur District Cooperative Central Bank, Bargarh (herein after called SDCC Bank, Bargarh) for day to day work of the Bank.
2. The contract for providing the aforesaid manpower is for a period of one year from the date of execution of agreement or till recruitment for regular posts in the grade of Driver and Support Staffs is completed, whichever comes earlier. The period of the contract may be further extended provided that the requirement of the SDCC Bank, Bargarh for manpower persists at that time. It may also be curtailed/ terminated owing to non-requirement of services at any point of time or due to deficiency in service, substandard quality of manpower deployed by the selected Service Provider. The SDCC Bank, Bargarh, however, reserves the right to terminate contract at any time after giving **two month notice** to the selected Service Provider without assigning any reason.
3. The tender documents may be obtained from the Premises Officer of the Bank on any working day from 11 AM to 4 PM on production of a DD for Rs. 5000/- drawn on any Commercial Bank in favour of SDCC Bank Ltd., Bargarh.
4. The interested “Service Providers” shall submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.2,00,000/-(Rupees Two lakhs) in the form of DD from any Commercial Bank in favour of the SDCC Bank Ltd., Bargarh, and other requisite documents duly sealed through **Speed Post only** which is to be received by the Bank by 12.08.2024 within 2.00 PM positively in the office of the Assistant General Manager I/C, Head Office, SDCC Bank, Bargarh. The tender document submitted by any other mode shall be out rightly rejected.
5. **The tender documents received after the stipulated time shall also be rejected.**
6. The time schedule for different stages of the tender process is mentioned in the tender document.
7. The tender has been invited under **two bid system i.e. Technical Bid and Financial Bid**. The interested Service Providers are advised to submit two separate sealed envelopes superscribing "**Technical Bid for Providing Manpower Services to**

SDCC Bank, Bargarh" in one envelope and **"Financial Bid for Providing Manpower Services to SDCC Bank, Bargarh"** in another envelope.

8. The Earnest Money Deposit (EMD) of Rs.2,00,000/- (refundable without interest), in the form of Demand Draft from any Commercial Bank in favour of the Sambalpur District Cooperative Central Bank, Bargarh, should accompany with the Technical Bid failing which the tender application will be rejected outrightly.
9. The successful tenderer will have to deposit a Performance Security Deposit of 5,00,000.00 (Rupees five lakhs) in the form of Fixed Deposit to be deposited in SDCC Bank, Bargarh covering the period of contract on the date of signing of the agreement. In case, the contract is further extended beyond the initial period, the performance security deposit so kept with the bank will also be renewed for such period.
10. The tendering Service Providers are required to enclose the required documents (duly self-attested) along with the Technical Bid, **failing which their bids shall be summarily rejected and will not be considered any further:**
11. **The registered office or one of the branch office of the service provider should be located within the jurisdiction of the Bank. Copy of House Rent agreement of the service provider to be attached.**
12. **The conditional bids shall not be considered and will be outrightly rejected in the very first instance.**
13. All entries in the tender form should be legible and filled up clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Amounts quoted in figure should be repeated in words and in case of any discrepancy, the amounts stated in words shall prevail. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
14. The Technical bids shall be opened on the scheduled date and time in the presence of the authorized representatives of the Service Providers in the conference hall of the Bank, Only one person for each bidder shall be allowed to be present at the time of opening the tender. Even if no bidder or their representative remains present, the bid will be opened and no complaint / objection will be entertained in this regard.
15. The Financial Bid of only those tenderers will be opened whose Technical bids are found to be in order. The Financial Bid shall be opened in presence of the authorized representatives of the service providers who qualified in the technical bid, but the

opening will not wait for absence of any or all of the authorized representatives and it will be opened at the scheduled time even if any or all authorized representatives are absent. **Financial Bid of the technically disqualified bidders will not be opened.**

16. The Authorized signatory shall submit the letter of authorization.
17. The quoted rates shall not be less than the rate as mentioned in the financial bid fixed by the Bank. The statutory dues in respect of the deployed personnel shall be paid as per extant rules. Each of the columns of the financial bid must be filled up by the bidder, putting the exact amount and writing otherwise shall attract cancellation of the bid.
18. All documents submitted shall be duly filled-in & signed by the authorized signatory on each page. In case the tender document is signed by any other person, a copy of the power of attorney/authorization may be enclosed along with the tender. The incomplete application and not filled in application shall be outrightly rejected.
19. The SDCC Bank, Bargarh, reserves the right to call for any document in original to verify the veracity of the documents at any point of time before award of tender.
20. After selection of the Service Provider, Subcontracting in any form shall not be allowed.
21. The Service Provider has to deploy the required personnel in the Bank within **15 (fifteen) days** of the execution of the agreement. In case the service provider is unable to provide the manpower within this period, then the contract awarded shall be terminated by the Bank Authority and the EMD shall be forfeited without any further notice.
22. The Performance Security Deposit and Monthly bills shall not be released until the Service Provider produces proof of updated payments of EPF & ESI contribution and other statutory dues.
23. Canvassing in any form/ manner is strictly prohibited and the agency resorting to canvassing will be liable for rejection on that ground alone.
24. The competent authority of the SDCC Bank, Bargarh reserves the right to annul any or all bids without assigning any reason.

**Corrigendum to our Tender Document for
Manpower Service Provider for providing
Arm Guard, Drivers & Support Staffs**

Vide Sl. No.4 of Page No.11 of our Tender Document, wherein it has been mentioned that, Bid with “Nil” or very low service charges can be treated as non-responsive bids, which are liable to be rejected. This specification is modified as under: The minimum service charges should be quoted by the bidder as per the Govt. of Odisha, Finance Department Office Memorandum No. 19595/F., Dt.11.07.2023, which is prescribed @ minimum 3.85% (3% profit plus transaction charge) to maximum 7%.

*Sd/-
Chief Executive Officer.*