

**Odisha Tourism Development Corporation Ltd.**  
**Panthanivas Old Block**  
**Lewis Road, Bhubaneswar -14**

**Expression of Interest for supply of Engineering/IT/Financial and other Personnel in OTDC**

**No.5150 /P/OTDC**

**Date: 17.08.2019**

Expression of Interests (EOI) are invited from reputed manpower agencies for providing services of Asst.Engineer(Civil), Junior Engineer (Civil), Asst.Manager (Accts), F&B Executive, Receptionist, Store Keeper, Stenographer, DEO, Booking Clerk, Booking Asst, Air Ticketing Asst, Marketing Asst, Office Asst, Driver, Cook, Electrician, Guide, Bill Clerk & Despatcher Personnel in different Panthanivas / Transport Unit / Head Office operated throughout the State of Odisha for a period of **three years** on contract basis.

The detailed information for outsourcing the services of aforesaid manpower have been provided herein after. The programme of selection of MSP is scheduled below.

- |  |   |
|--|---|
| (A) <b>Issue of Notice</b>                 | : 18.08.2019                                  |
| (B) <b>Pre- Bid Meet</b>                   | :26.08.2019, 11.30 am at Head Office<br>OTDC. |
| (C) <b>Last date for submission of Bid</b> | : 06.09.2019 up to 5PM                        |
| (D) <b>Opening of Technical Bids</b>       | : 07.09.2019, 11.30 AM at Head Office<br>OTDC |
| (E) <b>Opening of Financial Bids</b>       | : Will be intimated later on                  |

The tender papers must reach to the office of the undersigned on or before 06.09.2019 by 5 PM through Registered Post / Speed Post only. The tender documents will be opened on the 07.09.2019 at 11.30 AM in the **office chamber of General Manager OTDC Ltd.** The bidders or their authorized representatives may remain present at the time of opening. The undersigned reserves the right to accept or reject any or all the tender without assigning any reason thereof. The details are available in [www. panthanivas.com](http://www.panthanivas.com).

**General Manager**

## **SCOPE AND GENERAL CONDITIONS FOR MSP**

1. The Odisha Tourism Development Corporation Ltd, Bhubaneswar-751014 requires the services of reputed, well established and financially sound Manpower Service Provider agency to provide **Engineering/IT/Financial and other Supervise Personnel** on contract basis.
2. The contract for providing the aforesaid manpower is likely to commence from **Oct 2019** and would continue for **3 Years**. The period of the contract may be further extended on mutual agreement. The Corporation however reserves right to terminate this initial contract at any time after giving one month notice to the selected Service Provider.
3. The requirements may increase/ decrease in any/ all the categories of Personnel. The Corporation may engage Personnel through other MSP besides the selected MSP of this EOI.
4. The estimated contract value is **Rs.2.50 Crore** per annum and monthly billing and payment to Manpower Service Provider is allowed. The interested Manpower Service Providers may submit the Expression of Interest indicating service charge per person per month. The minimum service charges shall be quoted more than zero.
5. The interested Manpower service providers shall deposit a sum of **Rs.10,000/-** (Rupees Ten Thousand) only as Participation Fee (non-refundable) in the form of Demand Draft / Pay Order drawn in favour of MD, OTDC Ltd., Bhubaneswar failing which the tender shall be rejected.
6. The EOI has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing “Technical Bid for Providing **Engineering/IT/Financial and other Personnel** to OTDC Ltd.” and “Financial Bid for Providing **Engineering/IT/Financial and other Personnel** to OTDC Ltd.”. Both sealed envelopes should be kept in a third sealed envelope super scribing “Tender for Providing **Engineering/IT/Financial & other Personnel** to OTDC Ltd.”

7. The interested MSP shall submit the EOI documents complete in all respects along with Participation Fee (non- refundable) **Rs.10,000/-** (Rupees Ten Thousand), **Earnest Money Deposit (EMD) of Rs.2,50,000/-** (Rupees Two lakh Fifty thousand) only in the form of Demand Draft / Pay Order drawn in favour of MD, OTDC Ltd. payable at Bhubaneswar, requisite documents with the Technical Bid as at **Annexure – A** and Financial Bid as at **Annexure – B** failing which the tender shall be rejected summarily. The EMD of unsuccessful MSPs is refundable without interest. The EMD of the selected Manpower Service Provider will be forfeited if it fails to sign the contract with OTDC on or before the scheduled date and time or will be adjusted with the Performance Security Deposit.
8. The successful tenderer will have to deposit a **Performance Security Deposit** one month gross salary in the form of Bank Guarantee / Fixed Deposit pledged / Pay order/ Demand Draft (without interest) + Rs.2.50 lakh from any Nationalized Bank drawn in favour of MD, OTDC Ltd. payable at Bhubaneswar for the period of contract. In case, the contract is further extended beyond the initial period, the Performance Security Deposit will have to be accordingly renewed.
9. The intending MSPs are required to enclose self attested photocopies of the following documents in the Technical Bid, failing which their bids shall be rejected and will not be considered. If any document submitted by the agency is proved forged or wrong later, then the contract if any shall be terminated at the cost of the said agency with forfeiture of EMD.
- (a) Copy of the Registration certificate of the applicant organization;
  - (b) Copy of the certificate Registration under Odisha Shop & Establishment Act, 1956;
  - (c) Copy of PAN Card;
  - (d) Copy of the IT return filed for the last three financial years;
  - (e) Copies of EPF and ESI Registration certificates;
  - (f) Copy of the Service Tax registration certificate;

- (g) Copy of the Labour License
  - (h) Copy of the audited Profit and Loss account for last 3 years;
  - (i) List of client and business volume with them.
  - (j) The copy of Scope and General Conditions must be enclosed to the Technical Bid with signature in all pages as a token of acceptance.
10. **Eligibility / Pre-qualification Criteria:** In addition to the above document / certificate, the agency is required to fulfill the following eligibility criteria failing which the bid will be summarily rejected.
- I. Single Work Order of Government / Govt. Agency for deployment of Managerial Personnel / professional workforce of similar nature required for OTDC not less than 60 nos. for a period not less than one year. Minimum such Work Order 3 in last three year or single Work order with 180 (Minimum) personnel.
  - II. Affidavit by the MSP that they have not defaulted in deposit of EPF, ESI & Service Tax during the last three years.
  - III. The agency should not have been black-listed by any Govt. or Semi-Govt. agency.
  - IV. The agency must have adopted electronics transfer of wages to the bank accounts of the concerned workmen / personnel. Proof of such transfer at least for a period of three months to be submitted.
  - V. The registered office or one of the branch offices of the manpower service provider should be located in Odisha. Besides, the MSPs may nominate a person with his/ her name, designation and contact number for liaison with the OTDC Ltd.
  - VI. They may be registered with the appropriate registration authority. They should have at least 3 years experience in providing manpower to Government Departments, Public Sector Companies / Banks, etc.  
**With minimum average annual turn-over of Rs.1.00 Crore per annum during last 3 years.**

11. The conditional EOIs shall not be considered and will be rejected. All entries in the EOI should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the bidder / authorized person may be attached. No overwriting or cutting is permitted in the EOIs. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the EOIs must be signed by the bidder /authorized person. All pages of Technical bid and Financial Bid should be signed by the MSP.
12. Attending the Pre-bid meet is optional to take part in the bid process. The Technical bids shall be opened on **07.09.2019** at **11.30 AM**, in OTDC Head office by a Committee constituted for the purpose in the presence of MSPs or their authorized representatives, if any, who wish to remain present.
13. The Financial Bid of only those bidders will be opened whose Technical bids are found in order and accepted. The Financial bids shall be opened at in OTDC Head office by a Committee constituted for the purpose in the presence of MSPs or their authorized representatives, if any, wish to remain present. The agency quoting the lowest for service charges for each category shall be selected as preferred bidder.
14. The registered office or one of the branch offices of the manpower service provider should be located in Bhubaneswar. Besides, the MSPs may nominate a person with his / her name, designation and contact number to liaison with the OTDC Ltd.
15. They may be registered with the appropriate registration authority. They should have at least 3 years experience in providing manpower to Government Departments, Public Sector Companies/ Banks, etc. with minimum average turn-over of Rs. 1.50 Crore per annum during last 3 years.
16. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under the proposed contract to be entered with the Corporation, to any other agency or organization by whatever name be called without the prior written consent of the Authority.

17. The persons deployed shall be required to report for work as per the duty hours fixed by the Management from time to time. In case, the person deployed remains absent on a particular day or comes late / leaves early, proportionate deduction from the remuneration for one day will be made. The deployed manpower must have requisite proficiency and good conduct at work place.
18. The Manpower Service provider shall provide the persons required by the Corporation as per the statement at **Annexure – C** showing the details of required posts with prescribed qualification and wages fixed by the State Govt. of Odisha from time to time. The management is at liberty to return the deployed personnel (s) at any time without assigning any reason.
19. The entire financial liability in respect of manpower deployed in the Corporation shall be that of the MSP and the Corporation will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the persons deployed their wages before due date under law and adduce such evidence as may be required by the Corporation from time to time.
20. For all intents and purposes, the Manpower Service Provider shall be the “Principal Employer” within the meaning of different Rules & Acts in respect of manpower’s so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever including employer and employee relationship against the Corporation. The Manpower Service Provider shall maintain the persons deployed in their own roll and shall be responsible to comply the C.L. (R.A) Act, ESI Act, EPF (MP) Act, E.C. Act, S & C. E Act and all Labour Laws and Commercial and other laws applicable to the Corporation.
21. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed by it. The Corporation shall, in no way, be responsible for settlement of such issues whatsoever.
22. The Corporation shall not be responsible for any financial loss or any injury to any persons caused by the deployed Manpower including him / her in course of their duties, or for payment towards any compensation.

23. The persons deployed by the Manpower Service Provider neither shall have any claim nor shall be entitled to pay, perks and other facilities admissible to regular employees nor during the currency or after expiry of contract of MSP nor have any claim for absorption in regular or other capacity against Corporation.
24. The MSP shall submit undertaking from the concerned manpower deployed or to be deployed for not claiming any pay, perks, compensation, regularization, absorption etc to the Corporation.
25. The MSP shall provide a substitute immediately if deployed Person leaves the job due to his/her own personal reasons or removed by the Corporation. In case of delay of more than 03 days in providing substitute, a penalty calculated @ Rs.100 per day per person shall be deducted from monthly bill of the MSP.
26. The persons deployed by the MSP should have good police records and no criminal case should be pending against them. The MSP shall provide police verification report of the person to be deployed is to be submitted to the Corporation.
27. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote goodwill and enhance the image of the Corporation. The MSP shall be responsible for any act of indiscipline, misconduct, loss of business or property, theft, breakage etc on the part of the persons deployed in the Corporation.
28. 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 others. In view of this, the MSP must undertake that it shall reimburse the Corporation the loss so caused by the deployed persons.
29. The MSP shall be responsible for compliance of all statutory provisions relating to different types of worker in respect of the persons deployed by it in the Corporation. The Corporation shall have no liability in this regard.

30. The MSP shall also be liable for depositing all taxes, levies, Cess etc. on account of services rendered by it to the Corporation to the concerned tax authorities from time to time. The MSP shall have valid documents to undertake manpower supply and provision to the Corporation throughout the contract period.
31. The MSP shall maintain all statutory registers under the Law and shall produce the same on demand to the Corporation or any other authority under Law.
32. The Tax deduction at Source shall be made as per the provisions of Income Tax Act/Rules as amended from time to time and a certificate to this effect may be provided by the Corporation.
33. In case the MSP fails to comply any law and as a result of which the Corporation is put to any loss / obligation, monetary or otherwise, the Corporation will be entitled to get itself reimbursed out of the outstanding bills, the Performance Security Deposit of the MSP to the extent of the loss or obligation in addition to it may sue the MSP for recovery of such loss in the court of law.
34. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration to employed persons and payment of statutory dues or any other reason as deemed proper by the Corporation. The Corporation will have no liability towards non-payment of wages to the persons deployed by the MSP, non-compliance of statutory provisions of law, the outstanding statutory dues or any other liabilities what so ever it may be under the contract.
35. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit as well as EMD of the MSP shall be liable to be forfeited besides annulment of the Agreement and other legal course of action against MSP.
36. The MSP shall raise the bill including EPF, ESI contribution and service tax as applicable in triplicate, along with attendance sheet duly verified by the Corporation or Office concerned in respect of the persons deployed and submits the same in the first week of every succeeding month. As far as practicable the payment will be released forthwith.



37. The claims in bills regarding Employees State Insurance, Provident Fund, and GST etc. should be necessarily accompanied with documentary proof of payment pertaining to the previous month bill. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Corporation.
38. In the event of any dispute arising in contract the same shall be resolved through negotiation or it shall be referred to the Managing Director of the Corporation for the decision and the same shall be binding on all parties. Moreover all disputes under the contract shall be subject to the jurisdiction of the Courts at Bhubaneswar.
39. After qualifying the technical bid and financial bid with lowest service charges and satisfying any further conditions as to its suitability by the concerned MSP, the Corporation shall invite to enter into an agreement with it.
40. The payment of wages to the manpower deployed by the MSP shall be made as per rates notified by the state, Govt. of Odisha from time to time.

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**TECHNICAL REQUIREMENTS**

**TECHNICAL BID**

**For Providing Managerial Personnel to Odisha Tourism Development Corporation Ltd., Bhubaneswar**

1. Name of Tendering Manpower Service Provider: \_\_\_\_\_.

2. Details of Earnest Money Deposit: DD No. \_\_\_\_\_ date \_\_\_\_\_ of  
Rs. \_\_\_\_\_ drawn on Bank \_\_\_\_\_.

3. Name of Proprietor /Partner/ Director : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Full Address of Registered Office: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. : \_\_\_\_\_

FAX No. : \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

5. Full address of Operating / Branch Office: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. : \_\_\_\_\_

FAX No. : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

6. Name & telephone no. of : \_\_\_\_\_

Authorized officer/person  
to liaise with Field Office(s)

7. Registration certificate No. of the Manpower Service Provider (Attach attested copy) \_\_\_\_\_

8. PAN No. :  
(Attach attested copy) \_\_\_\_\_

9. Service Tax Registration certificate No. : \_\_\_\_\_  
(Attach attested copy)

10. E.P.F. Registration certificate No. : \_\_\_\_\_  
(Attach attested copy)

11. E.S.I. Registration certificate No. : \_\_\_\_\_  
Attach attested copy)

12. Registration Certificate under  
“The Odisha Shops and Commercial  
Establishments Act, 1956”  
(Attach attested copy) \_\_\_\_\_

13. Labour License certificate No. : \_\_\_\_\_  
(Attach attested copy)

14. Copy of the Private Security license issued by Home Department of Odisha  
for Security Guards.

15. Turnover of the tendering **Manpower Service Provider** for the last 3  
Financial Years.

<b>Financial Year</b>	<b>Amount (Rs. Crore)</b>	<b>Remarks, if any</b>
<b>2016-17</b>		
<b>2017-18</b>		
<b>2018-19</b>		

16. Audited Profit & Loss account for last 3 years  
(Attach attested copy) : \_\_\_\_\_

17. IT Return for last three years (Attach attested copy) \_\_\_\_\_

18. Give details of the contracts handled by the tendering Manpower Service Provider during the last three years in the following format (if the space provided is insufficient, a separate sheet may be attached) :

SL No.	Name of the client, address, telephone & Fax No.	Type of Manpower provided	Numbers	Amount of contract (In Rs. Lakhs)	Duration of contract	
					From	To

19. Additional information, if any (Attach separate sheet, if required) :

**Signature of authorized person**

Date:

Name:

Place:

Seal :

**DECLARATION**

1. I, \_\_\_\_\_ Son / Daughter / Wife of Sri  
\_\_\_\_\_ of \_\_\_\_\_  
Proprietor/ Partner / Director/ authorized signatory of the Service Provider  
(attach Copy of Authorization) am / is competent to sign this declaration  
and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the  
tender and undertake to abide by them;
3. The information / documents furnished are true and authentic and aware of  
the fact that furnishing of any false information/ document shall reject my /  
our offer at any stage besides forfeiture of EMD and Performance Security  
Deposit and liabilities towards prosecution under law.

Signature of authorized person

Full Name:

Seal :

Date:  
Place:

**FINANCIAL BID**

Service charge per personnel per month exclusive of GST \_\_\_\_\_.

Date:

Signature

Place:

Full Name:

Seal:

**DECLARATION**

1. I, \_\_\_\_\_ Son / Daughter / Wife of Sri  
\_\_\_\_\_ of \_\_\_\_\_  
Proprietor/ Partner / Director/ authorized signatory of the Service  
Provider (attach Copy of Authorization) am / is competent to sign this  
declaration and execute this tender document;
  
2. I have carefully read and understood all the terms and conditions of the  
tender and undertake to abide by them;
  
3. The information / documents furnished are true and authentic and  
aware of the fact that furnishing of any false information/ document  
shall reject my / our offer at any stage besides forfeiture of EMD and  
Performance Security Deposit and liabilities towards prosecution under  
law.

Signature of authorized person

Full Name:

Seal :

Date:

Place:

**Annexure - C****QUALIFICATION PRESCRIBED FOR PERSONNEL**

<b>Sl No</b>	<b>Post Name</b>	<b>Prescribed qualification</b>	<b>Age</b>	<b>Monthly wages excluding employer contribution of EPF &amp; ESI per person (Fixed) Rs.</b>	<b>Tentative Requirement (nos)</b>
1	Asst.Engineer (Civil)	Degree in Engineering with two years experience in respective branch of Engineering	21-32	16880/-	2
2	Jr. Engineer (Civil)	Diploma in Engineering with two years experience in respective branch of Engineering	21-32	16880/-	7
3	Asst. Manager (Accts.)	B.Com with knowledge in Computer application and Tally with two years experience.	21-32	16880/-	9
4	F & B Executive	Graduate with 3 years Diploma in Hotel Management and Catering Technology with two years experience	21-32	16880/-	7
5	Receptionist	Graduate with certificate in Hotel Reception, book keeping with Computer knowledge having 2 years experience in Hotel Sector	21-32	8880/-	13
6	Store Keeper	Graduate, DCA with two years experience in Hotel Sector and speed of 30 characters per minutes	21-32	8880/-	5
7	Stenography	Graduate with two years experience and speed of 30 characters per minutes with Stenography	21-32	9500/-	1
8	Data Entry Operator	Graduate, DCA & Tally with two years experience in Hotel Sector and speed of 30 characters per minutes	21-32	8880/-	38
9	Booking Asst. / Booking Clerk	Graduate & DCA with two years experience in Air Ticketing.	21-32	8880/-	2
10	Air Ticketing Asst. / Marketing Asst.	Graduate & DCA with two years experience in Air Ticketing.	21-32	8880/-	3
11	Office Asst.	Graduate, DCA with two years experience in Hotel Sector and speed of 30 characters per minutes	21-32	8880/-	3
12	Driver	H.S.C. with heavy driving license with 5 years experience	21-32	8880/-	23
13	Cook	H.S.C. or any equivalent with certificate in Cookery/Food production with recognized institute of Govt. with two years experience	21-32	8880/-	22



14	Electrician	ITI certificate as electrician with two years experience or trade certificate of State Government	21-32	8880/-	3
15	Guide	Degree in History with valid Guide License.	21-32	8880/-	3
16	Bill Clerk	Graduate & DCA with two years experience in Hotel Sector	21-32	8880/-	5
17	Despatcher	Graduate with two years experience in Hotel Sector	21-32	8880/-	1
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**N.B.** The age limit of the Personnel can be relaxed in case of experienced Personnel.

- Note-**
1. The statement showing the detail required post with prescribed qualification is given at Annexure”C”.
  2. OTDC shall pay Employee & Employer contribution PF, ESI and GST as per law over.
  3. The payment shall be made on completion of each calendar month only on the basis of no. of working days for which duty has been performed by each person.
  4. The monthly wages shall be inclusive of wages payable for the weekly day of rest.