

EXPRESSION OF INTEREST
FOR
ENGAGEMENT OF SERVICE PROVIDING AGENCY
(Security/ Manpower/Gardening/Housekeeping)
FOR
THE CAMPUS OF SIDAC AT HANDICRAFTS COMPLEX,
BHUBANESWAR
AND
ODISHA CRAFTS MUSEUM, BHUBANESWAR, ODISHA.

STATE INSTITUTE FOR DEVELOPMENT OF ARTS & CRAFTS (SIDAC),
GANDAMUNDA, BHUBANESWAR

Telephone : 2350318, email-sidacorissa@gmail.com

EXPRESSION OF INTEREST FOR ENGAGEMENT OF SERVICE PROVIDING AGENCY FOR STATE INSTITUTE FOR DEVELOPMENT OF ARTS & CRAFTS (SIDAC), BHUBANESWAR FOR THE CAMPUS OF SIDAC AT HANDICRAFTS COMPLEX, BHUBANESWAR AND ODISHA CRAFTS MUSEUM, BHUBANESWAR, ODISHA.

1. Introduction:

State Institute for Development of Arts and Crafts (SIDAC)an organization under the administrative control of Handlooms, Textiles and Handicrafts Department, Govt. of Odisha, registered under Societies Registration act 1860 bearing no. 21959/137 of 2004-05 dated 15.10.2004. It is functioning at Gandamunda, Bhubaneswar. The major mandates of the organization being all-round development of Handicrafts Sector of the state. It is situated at Gandamunda, Bhubaneswar in an area of 5 acres comprising design cell building, show house building, training rooms, hostel, cafeteria, workshops etc. The Odisha Crafts Museum “Kala-Bhoomi” showcases the multifaceted, rich and vibrant tradition of handloom & handicrafts of the state as well as preserve the heritage for posterity. The museum building is situated adjacent to SIDAC in an area of 12.68 acres of land with a built-up area of 6374 sq. mtrs and is managed by SIDAC.

2. Objective:

The objective of the “Expression of Interest” is to engage a service providing agency which will provide the following services in the campus of SIDAC and OCM.

S.N.	SERVICES REQUIRED	SCOPE OF THE WORK	TERMS OF REFERENCE
1	Security personnel for watch & ward and public management	Requirement of Security personnel on three shift basis will be 42 nos. in OCM as per security audit report and 10 in SIDAC including / security supervisor.	Annexure -1
2	Services of different manpower for SIDAC and OCM	Engagement of manpower in different capacities	Annexure - 2
3	Maintenance of Garden	Maintenance of Landscape and Gardens of SIDAC and OCM	Annexure -3
4	Housekeeping of museum and office space	Maintenance of cleanliness and sanitation of buildings of SIDAC and OCM and campus.	Annexure -4

3. Duration:

The duration of the engagement will be for a period of three year from the issue of work order and may be extended beyond the duration depending on performance and requirement with mutual consent on the terms and conditions.

4. Payment Schedule:

- a. The remuneration bill, in triplicate, in respect of the services provided must be submitted to the Authority in the first weeks of the succeeding month. As far as possible the payment will be released by the 2nd week of the succeeding month.
- b. The monthly bills must be accompanied with documentary proof of deposit of EPF & ESI dues pertaining to the previous month against each personal.
- c. The Tax Deduction at Source (TDS) shall be done as per the provision of IT Act/rules, as amended from time to time and a certificate to this effect shall be provided by the office.

5. Qualification/Experience:

- a. Agency must have adequate number of trained and experienced people for providing the services required.
- b. Agency should have minimum of 5 years of experience in executing similar work assignments.
- c. Preference will be given to agencies with work experience in Govt. organization as well as in any Museum.
- d. Minimum financial turnover of Rs50.00 laks per annum in the last three financial years.
- e. The firm must have valid registration number towards its constitution, GST registration certification, PAN no., TAN no. etc.
- f. The firm must have up to date IT return
- g. The firm must have up to date EPF and ESI registration
- h. The firm must have valid Labour license
- i. The firm must have License/ permission/ registration under Odisha Private Security Agencies rule from Home Department.

6. Application and Evaluation Criteria:

- a. The formats of Technical and Financial bid are as at Annexure-5 and Annexure -6
- b. The bidder is required to submit 02 (two) copies of bids for Technical Offer (each of which will be treated as original) and one copy of financial offer, duly sealed in separate envelopes. Failure to do so will render them ineligible.
- c. Technical component will carry 80% weightage and financial component 20% weightage.
- d. The bids will be opened by a Tender opening committee and eligible shortlisted agencies will be called for interaction with the Evaluation committee when they will be required to make a presentation on their capability/qualification/ strategy.

S.N.	Technical Parameters	Maximum Marks
1	Annual Turnover	20
2	Experience of the agency in the area of providing required services	20
3	Experience of providing services to Govt. Organization	10
4	Experience of providing service to Museum	20
5	No of trained experienced people with the firm	10
Total technical score		80

- e. The minimum qualifying marks in the Technical Evaluation is “50” out of the total score for technical component.
- f. Agencies qualified after Technical evaluation as per clause 6(e) shall be notified for financial bid.
- g. The financial bid of the technically qualified bidders as per clause 6(e) shall be opened immediately after completion of evaluation of the technical bids. Representative of qualified bidders desirous of attending the financial bid opening may join the same at schedule place, date and time. Financial bids of only those bidders shall be opened whose technical bids shall be found responsive and accepted by the Competent Authority.
- h. Only successful bidders would be communicated the award of consultancy.

7. General Terms and Conditions:

- a. The agency shall not sublet the work to any other agency under any circumstances.
- b. Income tax, if applicable, shall be deducted at source from all accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.
- c. SIDAC reserves the right to increase/decrease the number of manpower/equipment as per actual requirement.
- d. The dis-engagement of the service provider can be made by either side giving one-month notice.
- e. In case of breach of any terms & conditions, the performance security deposit of the Service Provider shall be liable to be forfeited besides annulment of the agreement.
- f. The agreement is liable to be terminated in case of non-performance, deviation of terms & conditions of contracts, non-payment of remuneration of employed manpower and non-payment of statutory dues. If any loss or damage is caused to the office by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.

- g. The service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Office.
- h. The agency will abide by all Govt. laws and rules in the performance of the duties.
- i. The service provider will abide by the rules and regulations of the organization and execute an agreement as per the Finance Deptt. , Govt of Odisha circular within seven days from the date of engagement.
- j. The service provider has to submit the Bio-data along with photographs of all deployed staff to SIDAC.
- k. The service provider will provide the I-card to their staffs engaged in Security, Housekeeping and Gardening work.
- l. Casual leave as applicable will be allowed. Advance permission will have to be taken. Substitute must be given in place of deployed one.
- m. The name and designation of the contact person for seeking clarification on any matter relating to this is given below:

Member Secretary

State Institute for Development of Arts and Crafts

Handicrafts Complex, Gandamunda, Bhubaneswar. Telephone-0674-2350318

- n. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the Chairperson, SIDAC for decision and the same shall be binding on all parties.
- o. The right to reject any or all bids rest with SIDAC without assigning any reason thereof.

8. Earnest Money Deposit (EMD):

- a) The bidder shall furnish EMD of Rs5000/- (Rupees Five Thousand) only in the form of Demand Draft / Bankers Cheque from a scheduled commercial bank, drawn in favor of "Member Secretary, State Institute for Development of Arts and Crafts ." Payable at Bhubaneswar.
- b) After finalization of bidding process, the successful bidder has to submit a performance security deposit of Rs50,000/- (Rupees Fifty thousand) in the form of fixed deposit & receipt made in the name of agency but hypothecated to Member Secretary, SIDAC, Gandamunda, Bhubaneswar till completion of the contract period in exchange of the EMD.

**TERMS OF REFERENCE FOR ENGAGEMENT OF SECURITY PERSONNEL AND
ARRANGEMENTS REQUIRED**

A. Odisha Crafts Museum

1. Minimum 42 security personnel may be deployed as mentioned below: -
 - ✓ Perimeter entrance gates - 16 persons (round the clock)
 - ✓ Entrance gate near ticket counter - 08 persons (04 persons for and another 04 persons for visitor control)
 - ✓ Exit gate near Handloom Block- 04 persons.
 - ✓ Store side entrance point in handicraft block - 02 persons.
 - ✓ In and around two blocks (inside museum area) - 04 persons to regulate the movement of visitors).
 - ✓ Patrolling inside the peripheral boundary - 08 persons (Around to blocks, open air theatre, children play zones, cafeteria, workshop exhibition area etc.)
2. Minimum requirement of Security gadgets
 - ✓ Door Frame Metal Detector (DFMD) Fixed type - 04 nos.
 - ✓ Door Frame Metal Detector (DFMD) Foldable type - 04 nos.
 - ✓ Hand Held Metal Detector (HHMD) - 08 nos.
 - ✓ Under Vehicle Search Mirror (UVSM) - 04 nos.
 - ✓ Walky talky
3. The vehicles parked inside the museum campus should be properly checked by use of security gadgets like UVSM (Under Vehicle Search Mirror)
4. The visitors after collecting entry tickets should be thoroughly frisked by the security personnel deployed at the entrance gate near the ticket collection point by use of security gadgets like DFMD, HHMD.
5. Agency will have to use the equipment in the campus in the specified place.
6. Capable of handling CCTV.

B. SIDAC

1. Minimum requirement of security personnel will be 10 nos. in different shifts and following locations.
 - ✓ SIDAC Campus -7
 - ✓ CFC Campus -3

C. 1.All the security personnel should be well dressed and trained to handled watch & ward and other security issues.

2.The details of remuneration for Security service to be provided is indicated below as for present rate.

S.N.	Service of Manpower Required	Qualification	*Monthly Remuneration Suggested (In Rs.)
1.	Security Guard	HSC	7,781.00

TERMS OF REFERENCE FOR PROVIDING SERVICES OF DIFFERENT MANPOWER

1. The details of services of different manpower required along with the remuneration to be provided are as per details given below.

S.N.	Services of Manpower Required	Qualification	*Monthly Remuneration Suggested (In Rs.)
1.	Office Assistant/ Computer Assistant	Graduate with Computer Knowledge	10,611.00
2.	Account Assistant	B. Com with Account knowledge, Tally Package	10,611.00
3.	Stenographer-cum-DEO	Graduate with Stenography and Computer Knowledge	10,611.00
4.	Workshop Instructor	Requisite skill in the respective craft	10,611.00
5.	Assistant Manager (Education & Extension)	Master Degree in Business Administration or Social Welfare from a recognized University	15,917.00
6.	Assistant Curator	Master Degree in Museology/History of Arts/Archaeology/Anthropology/Fine Arts from a recognised University or equivalent/ B. Tech in Textile	15,917.00
7.	Assistant Conservator	Master Degree in Chemistry of Conservator of Fine Arts from a recognised University	15,917.00
8.	Multi Skill Assistant	Bachelors Degree from a recognised University, Computer Proficiency, Training in Handicrafts from a recognised Institute	9,998.00
9.	Attender/Attender-cum-Sweeper/ Watchman/	HSC	7,781.00

*(Including Employer share of EPF & ESI and excluding Service Charges & GST.)

During the engagement period, any withdrawal of deployed staff can be made by either side giving one-month notice. In case of non-performance/ irregularity of the employee, the engagement of the said manpower can be terminated without any prior notice.

TERM OF REFERENCE FOR GARDENING

1. The lawn will have to be maintained in a clean and well mowed condition, free from weeds, dried leaves and other foreign materials. The hedges have to be well cut and dressed and the lawn has to be watered regularly. Sprinklers are to be used for watering the lawn.
2. Trees, hedges, creepers, shrubs etc. are to be pruned and trimmed regularly to give neat and clean look.
3. The flower beds will have to be prepared by mixing of manure and fertilizers, pesticides etc. and regularly watered. Seed, seedlings etc. are to be procured by the agency .
4. Potted plants (both indoor and outdoor) have to be maintained which includes watering, application of manure, pesticides and fertilizer as and when required.
5. Insecticides and fungicides will have to be sprayed regularly to keep the plants healthy and lively and free from insects and diseases.
6. All tools and equipment required for proper gardening work in the campus have to be arranged by the agency.
7. Damage caused to the official property by workers / staff engaged by the Service provider will be recovered from service charges due & security deposit.
8. In case of unsatisfactory service, the authority reserves the right to terminate the contract without assigning any reason thereof.
9. For all consumable/equipments/insecticides/fungicides/plants/fertilizers, no other extra cost will be given by SIDAC.

TERM OF REFERENCE FOR HOUSEKEEPING

1. Housekeeping staff to be placed by the service provider must be experienced to handle the work.
2. The service provider must submit the certified copy of the bio-data of persons to be employed.
3. They have to report to the Establishment Section of the office at 8.00 am & leave at 4.30 pm with thirty minutes lunch break which will be staggered.
4. The Housekeeping staff will be engaged for cleaning of buildings & it's peripheral areas inside the campus such as;
 - i. Sweeping of the floors of each building & wet moping/ cleaning of dustbin(daily basis)
 - ii. Cleaning of all toilets & bathroom of each building (hourly basis)
 - iii. Dustbin of doors & windows/furniture & fixtures/cleaning of glasses (daily basis)
 - iv. Removal of cobwebs/cleaning of walls & roofs of each building(minimum once in a week)
 - v. Sweeping of road daily/cleaning of drainage system(daily basis)
 - vi. Dumping of garbage in a specified spot.

TECHNICAL BID

Two copies of the proposal to be submitted in a separate sealed envelope
super scribed as “Technical Bid”

1. General Information
 - a) Name and address of the bidder
 - b) Telephone number/ Fax number
 - c) Email id
 - d) Name of the authorized person in case, bidder is a firm
2. No. of adequate trained and experienced people for available with the agency providing the services required.
3. Valid registration number towards
 - a) its constitution,
 - b) GST registration certificate,
 - c) PAN /TAN no.
4. Experience in executing similar work assignments.
5. Details of IT return
6. EPF and ESI registration
7. Minimum financial turnover of Rs50.00 Lakh per annum in the last three financial years.
8. Valid Labour license
9. License/ permission/ registration under Odisha Private Security Agencies rule from home department.
10. Letter of authorization for 1(d) above

Signature of the bidder/ authorized person

(Self-attested copies of documents in support of above information should be submitted)

FINANCIAL BID

To be placed in a separate sealed envelope super scribed as “Financial Bid”

Amount of fee proposed for;

Components	Unit	Amount(In Rs) per unit
1. Service charges for providing manpower	Per manpower per month	
2. Service Charges for Security personnel	Per manpower per month	
3. Hiring charges for security equipment	Per equipment per month <ul style="list-style-type: none"> ✓ DFMD Fixed Type ✓ DFMD Foldable Type ✓ HHMD ✓ UVSM ✓ Walky Talky 	
4. Cost of gardening maintenance including materials cost and equipment hiring charges	L.S (Per Month)	
5. Cost of Housekeeping and Sanitation including material cost and equipment hiring charges	L.S (Per Month)	
TOTAL		

(The amount quoted is inclusive of statutory levies and taxes)

Signature of the bidder/ authorized person
