

Govt. of India,  
Ministry of Finance  
**DEBTS RECOVERY TRIBUNAL ,Cuttack**  
**C-71,Sector-7, CDA, Cuttack-753014**  
Ph:0671-2970301/2970303, Mail Id: drtcuttak-dfs@nic.in

No.

Date : 14/06/2019

**Tender Notice for engagement of outsourcing staff**

The office of Debts Recovery Tribunal, Cuttack, under the Govt. of India, Ministry of Finance, Department of Financial Services, New Delhi, invites bids from the registered firms for engagement of outsourced staff as per list annexed here with for a period of 1 year.

The offer in sealed cover comprising technical bid and financial bid (each in separate sealed cover super-scribed as "Technical bid for hiring of outsourcing staff for Debts Recovery Tribunal, Cuttack" and "Financial bid for hiring of outsourcing staff for Debts Recovery Tribunal, Cuttack") complete in all respect may be submitted to "O/o the Registrar, Debts Recovery Tribunal, C-71, Sector-7, CDA, Cuttack -753014 latest by 15/07/2019 up to 05.30 PM. The Technical Bids shall be opened on 16/07/2019 at 4.30 PM. The Financial Bids of the bidders who qualify in technical bid shall be opened on designated date and time to be notified by the office. Incomplete and conditional tenders will be summarily rejected. Debts Recovery Tribunal, Cuttack reserves the right to reject any or all the tenders without assigning any reasons thereof.

The tender documents will be available on official Website [www.drt.gov.in](http://www.drt.gov.in), [drt.tribunals.gov.in/drtlive/pubnotice](http://drt.tribunals.gov.in/drtlive/pubnotice) & <https://eprocure.gov.in/eprocure/app> from 14.6.19.... and the bid forms and other details can be obtained from there.

Tenders received from other than registered firm will not be entertained.

  
Registrar,  
Debts Recovery Tribunal, Cuttack

## Tender documents for hiring of Outsourced staff

The tender consists of three parts:

Part A - Terms and Conditions

Part B - Technical Bid - (Annexure —I)

Part C - Financial Bid - (Annexure-II)

Both Part B & C should be sealed in separate envelopes and superscribed in bold letters:

- a) Technical bids for hiring of outsourced staff for Debts Recovery Tribunal, Cuttack
- b) Financial bid for hiring of outsourced staff for Debts Recovery Tribunal, Cuttack

Both these envelopes should be placed in a single sealed cover superscribed as

### **"Tender for hiring of Outsourced staff for Debts Recovery Tribunal, Cuttack"**

Tenders (Technical bid only) will be opened on 16/07/2019 at 04.30 PM in the office of Registrar, Debts Recovery Tribunal, Cuttack by the Selection Committee appointed by the Presiding Officer, DRT, Cuttack in the presence of bidders/representatives of the bidders, present, if any. Financial bids of only those bidders whose technical bids are found valid, eligible and acceptable shall only be opened.

#### **Part A: Terms and Conditions:**

1. The terms and conditions shall form part of tender to be submitted by the bidder to the Registrar, Debts Recovery Tribunal, Cuttack.
2. All bidders are requested to submit the tender documents (Technical and Financial bids) duly filled in with relevant information supported by relevant documents to the following address:-

Registrar  
Debts Recovery Tribunal  
C-71, Sector-7, CDA, Cuttack-753014

3. All columns in the tender document should be duly filled in and no column should be left blank. "NIL" or "Not Applicable" should be marked, where there is nothing to report. All the pages of the tender document should be signed by the owner or his authorized power of attorney holder. Any cutting, over writing, use of white ink etc should be duly

- signed by the bidder. Debts Recovery Tribunal, Cuttack reserves the right to reject incomplete tender or in case information submitted is found to be incorrect.
4. In case space in the tender document is found to be insufficient, the bidder may use separate sheet to provide full information.
  5. Tender documents received by Debts Recovery Tribunal, Cuttack after due date and time i.e 05.30 PM on 15/07/2019 / incomplete tenders shall be rejected summarily. No correspondence in this regard shall be entertained.
  6. The offer should remain valid for six months from the closing date of tender. During the validity period of the offer, the bidder should not withdraw/modify the offer in terms of area and price and other terms and conditions quoted in the technical/financial bids.
  7. There should not be any deviation in the terms and conditions as has been stipulated in the tender document.
  8. The tender will be acceptable only from the registered firms.
  9. Preference will be given to the firms those have good track record of supplying outsourced staff to govt offices minimum 3 years.
  10. The services of supplying outsourced staff shall be of the quality acceptable to the department. The integrity of outsourced staff shall be taken care of by the supplying firm which may be verified by the concerned police station.
  11. Canvassing in any form will automatically disqualify the offer. No brokerage will be paid.
  12. The particulars of service charge or any extra charges other than prescribed should be clearly furnished in the technical bid.
  13. Technical bid is required to be submitted along with certified copies of relevant documents like firm's registration certificate from the concerned authorities, copy of past record of supplying outsourced staff to govt. offices. Technical bids received without these documents are liable to rejection without any reference to the party whatsoever.
  14. The Tender Selection Committee reserves the right to verify/inspect the veracity of documentary evidences of the firm before finalization of the tender and reject it out rightly, if it is not according to the specification required by the Debts Recovery Tribunal, Cuttack. The shortlisted bidders will be informed for conducting interviews if necessary for selection of outsourced staff.
  15. Debts Recovery Tribunal, Cuttack may, curtail or extend the lease period.

16. No security deposit/advance will be paid by Debts Recovery Tribunal, Cuttack.
17. The supply of outsourced staff shall be made by the selected firm within a week of issuance of letter from Debts Recovery Tribunal, Cuttack.
18. The rates should be quoted in Indian Rupees only.
19. All disputes would lie within the Jurisdiction of Cuttack only. The Tender Selection Committee reserves the right to reject all or any tender without assigning any reasons thereof.
20. Earnest Money Deposit: The bidder will be required to furnish earnest money of Rs.5000/- in the form of Demand Draft in favour of Registrar, Debts Recovery Tribunal, Cuttack payable at Cuttack. The EMD of the unsuccessful bidders will be refundable within one month of finalization of tender, issuing and acceptance of offer. In case of the order is not awarded or the tender is rejected, the DD shall be returned within two months of opening of Financial Bids. No interest would be payable on amount of EMD. Without the EMD, the tender shall be summarily be rejected. EMD should be submitted along with Technical Bid. The EMD will be forfeited in case the Bidder asks for modification in his/their bids or do(es) not accept the Contract after being awarded the same.
21. Procedure for submission of tender:
  - i. Both the bids (Technical and Financial) duly signed by the owner or his authorized signatories should be sealed in two separate envelopes as described below:-
    - (a) **Envelope - 1** containing Technical Bid and Annexure - I duly completed in all respects along with all relevant documents and Demand Draft towards EMD. **b) Envelope - 2** containing the Financial Bid as prescribed in Annexure - II showing rates, financial terms and conditions etc.
  - ii. Both the envelopes should be superscribed in bold letters with the statement **"Technical Bid for hiring of Outsourced staff for Debts Recovery Tribunal, Cuttack"** and "**Financial Bid for hiring of Outsourced staff for Debts Recovery Tribunal, Cuttack"** respectively.
  - iii. The abovementioned two envelopes should be sealed in a single cover and addressed to the Registrar, Debts Recovery Tribunal, Cuttack, C-71, Sector-7, CDA, Cuttack-753014 super-scribed as **"TENDER FOR HIRING OF OUTSOURCED STAFF "** and must be submitted at the counter before the closing time and date indicated in the beginning of this document.
22. The Technical Bid should be accompanied by the copy of this tender document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, in token of bidder's acceptance of terms and conditions of the tender.

23. The selected party shall be required to sign a Standard Lease Agreement with the department, as per the format approved by the Govt. of India. The Lease agreement will be executed after verification of all documents related to the documents furnished towards firm's genuineness etc. The Registration charges, stamp duty for registration of lease deed to be borne by the firm if required.
24. The participation in the tender process does not entail any commitment from the department and it reserves right to reject any / all offers including that of the lowest bidder, without assigning any reasons. The department also reserves the right to amend / modify / alter any or all of the terms and conditions / dates of the tender at any time before the tendering process is finalized.
25. Finalization of wages of Outsourced staff is subject to wages fixed by the Central Labour, Commissioner(Eastern Region), Govt. of India or State Labour Commissioner, Bhubaneswar which is beneficial to Outsourced staff. Tender Selection Committee and final approval / sanction by Presiding Officer, Debts Recovery Tribunal, Cuttack, Government of India.
26. For any pre bid queries, submission queries, the prospective bidders may contact the O/o Debts Recovery Tribunal, Cuttack.
27. Queries if any, raised by the Debts Recovery Tribunal, Cuttack, subsequent to opening of the Technical Bid should be answered by the bidder within the prescribed date. In case no reply is received from the bidders, the bid shall be rejected
28. Procedure for opening of tender:
  - i While opening the tender, the envelope containing the technical bid and EMD as called for shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The Tender Selection Committee will open Financial Bid after evaluation of the technical bids. Financial Bids of only the technically qualified bidders will be opened.
  - ii A Tender Selection Committee appointed by the Competent Authority in Debts Recovery Tribunal, Cuttack may visit the office of the registered firm if required. The bidders would be treated to have been qualified for opening of their financial bids after evaluation of the technical bids submitted and satisfactory report from the Committee after assessment of documents.
  - iii The date, time and place of the opening of the Financial Bids would be informed to the bidders whose technical bids are found acceptable.

#### 42. Bid Evaluation

- i. The bid evaluation will be two stage process i.e 'Technical' and 'Financial'. First stage will be technical evaluation that shall be done on the basis of information asked in Annexure —I. The bidders that are technically qualified (First stage) shall be considered for financial evaluation i.e Stage-II in accordance of Annexure-II.

#### 43. Payments

- i. The payments shall be made by the Debts Recovery Tribunal, Cuttack against pre receipted bills as per the Lease Deed to be executed between Debts Recovery Tribunal, Cuttack/authorized officer and the owner or his/her authorized representative.
- ii. The payment of rent will be made on monthly basis in favour of the firm after deduction of TDS/GST as applicable from time to time.

#### 44. Terms of the Lease

- i. The period of Lease should be minimum one year with provision for extension of the lease on mutually agreed terms. However, the wages revision shall be subject to any revision by The Central Labour Commissioner(ER) applicable after expiry of 5 years from the start of the lease period.
- ii. The lease can be terminated by either parties by giving a notice of not less than six months.

#### 45. Arbitration

All disputes in connection with the execution of the contract shall be settled under the provisions of Arbitration and Conciliation Act, 1996 and Rules framed thereunder and in force shall be applicable to such proceedings. The arbitration proceedings shall take place at Cuttack only.

#### 46. Miscellaneous

- i. The offer should be valid up to six months after closing date of tender.
- ii. The Selection Committee shall be under no obligation to accept the lowest quotation.
- iii. Non-fulfilment of any of the above terms shall result in rejection of the bid.
- iv. The Selection Committee reserves the right to reject all or any tender without assigning any reasons thereof.

47. List of enclosures

Bidders should number the pages of technical bid and provide an Index indicating the page number of each document submitted. The Index should be placed on the top of the technical bid. Each page and all details provided should be duly signed by the authorized signatory. All undertakings provided shall be on the Letter Head duly signed and stamped by the authorized signatory.

**TENDER DOCUMENT - HIRING OF OUTSOURCING STAFF FOR**

**O/O DEBTS RECOVERY TRIBUNAL, CUTTACK.**

**TECHNICAL BID**

<b>TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS</b>		
<b>S.no.</b>	<b>Particulars</b>	<b>Details</b>
1.	Date of Advertisement	
2.	Full particular of the firm: <b>(i).</b> Name  <b>(ii).</b> Address of firm  <b>(iii).</b> Telephone no./ Mobile no./ Tele Fax  <b>(iv).</b> Email Address:  <b>(v).</b> PAN/TAN/TIN No.  <b>(vi)</b> Regd.No.  <b>(vii)</b> GST No.(If any)	
3.	Full particulars of person(s) offering to hire as MTS/DEO	
4.	Working status of the firm	



Signature of Owner of firm

Declaration

- i. I/we have read and understood the detailed terms and conditions applicable to the subject as supplied with the bid documents and agree to abide by the same in totality.
- ii. It is hereby declared that the particulars of the documents etc., as furnished against the individual items are true and correct as per my/our knowledge and belief And in the event of any of the same being found to be false, I/we Shall be liable to Such consequences/lawful action as applicable.

Dated :Signature\_\_\_\_\_

Name:\_\_\_\_\_

\_\_\_\_\_

Designation\_\_\_\_\_

\_\_\_\_\_

Seal:

**TENDER DOCUMENT – HIRING OF OFFICE SPACE FOR OFFICE OF DEBTS  
RECOVERY TRIBUNAL, CUTTACK - FINANCIAL BID**

S.n	Particular	Details
1.	Full particulars of the firm : (a). Name: (b). Address: (c). Telephone & Mobile no. (d). Email ID (e). PAN & TAN No.	

**Note :**

Rates should be quoted in figures and words without any errors, overwriting or Corrections and should include all applicable taxes, etc. in case of any discrepancy between the amount mentioned in number and words, the amount mentioned in words shall prevail.

**Date:**

**Signature Of The firm Owner**

**Name:**

**Designation**

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