



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BHADRAK
(Establishment Section)

No 5764 /Estt
[BBE-XVI(A)-04/2021-TENDER-DEO]

Dated 14/07/ 2021

TENDER CALL NOTICE

Sealed tenders are invited from reputed Manpower Agencies/Service Providers to provide the services of **10 (Ten)** Nos of Data Entry Operators to be engaged in different Sections of Collectorate for handling of data entry related works for a period of one year on contract basis for day to day official work. The engagement of Manpower Agencies/Service Provider Firm shall be made through two Bid systems i.e. Technical and Financial Bid separately. The Technically qualified Manpower Agencies/Service Providers Firms can only participate in the Financial Bid. The undersigned reserves the right to accept or reject any or all applications without assigning any reason (s) thereof.

For details please visit our website in www.bhadrak.nic.in

1. Period of issue of Tender document : 15.07.2021 to 29.07.2021
2. Last date of receipt of Sealed Bid is on 29.07.2021 Upto **5.30** PM through Registered/ Speed Post only.
3. Date and time for opening of
 - (i) Technical Bid : On dated 30.07.2021 at 11.00 AM
 - (ii) Financial Bid : On dated 02.08.2021 at 03.30 PM

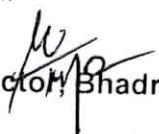

Collector, Bhadrak

Memo 5765 /Estt

dated 14/07/ 2021

Copy forwarded to Notice Board of Collectorate/Sub-Collector's Office, Bhadrak/
All Tahasildars/BDOs for wide circulation.

Copy forwarded to the DIO, NIC, Bhadrak for information with a request to hoist the tender documents in the district website for wide circulation.


Collector, Bhadrak

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SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. Collectorate, Bhadrak requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of **10(Ten)** numbers of **Data Entry Operators (DEO)** on contract basis for day to day official work for District Welfare Section, Emergency Section & Land Acquisition Section.
2. The contract for providing the aforesaid manpower is likely to commence after selection of the service provider by the selection committee and would ordinarily continue for a period of one calendar year from the date of execution of agreement. The period of the contract of Service Provider Firm may be extended beyond expiry of the engagement period, provided the requirement of the Collectorate, Bhadrak for manpower persists at the time or may be curtailed/ terminated before the agreement period owing to deficiency in service or inapt manpower deployed by the selected service Provider or because of change in any terms and conditions by Government/Collectorate, Bhadrak. **The Collector, Bhadrak , however, reserves the right to terminate this initial contract at any time giving 15(fifteen) days notice to the selected Service Provider.**
3. This Collectorate has a tentative requirement for **10(Ten) numbers of Data Entry Operators (DEO) at present. However the requirement mentioned above may increase or decrease in any or all the categories from time to time.**
4. The estimated annual contract value of the contract is **Rs. 10,50,000/- (Ten Lakhs Fifty Thousand) only.**
5. The tender documents can be downloaded from the official web site of NIC, Bhadrak i.e www.bhadrak.nic.in. **The cost of tender paper is Rs. 2,700/- (Rupees Two Thousand Seven Hundred) only (Non-refundable)** payable in shape of DD drawn in favour of Collector, Bhadrak payable at any nationalized/scheduled bank at Bhadrak.
6. The interested Manpower Service Providers may submit the tender document complete in all respects along with **Earnest Money Deposit (EMD) of Rs.22,000/- (Rupees Twenty Two Thousand)** only and other requisite documents through Registered/Speed Post only (any other mode will not considered) latest by **dt 29.07.2021 upto 5.30 PM** in the following addresses:-

COLLECTOR, BHADRAK
At/PO/Dist-Bhadrak, PIN-756100

7. Any tender documents received after the due date i.e **29.07.2021** will be out rightly rejected. The authority will not be responsible for any postal delay.
8. The various crucial dates relating to **"Tender for providing Manpower Services to the Collectorate, Bhadrak** are cited below.
 - (a) Last date and time of receipt of the sealed Tender documents by Speed Post/Registered Post: **dt.28.07.2021 by 5.30 PM.**
 - (b) Date and time for opening of
 - (i) Technical Bid : dt. 30.07.2021 at 11.00 AM
 - (ii) Financial Bid : dt. 02.08.2021 at 3.30 PM
 - (c) Likely date for commencement of deployment of required manpower: After finalization of tender.
9. The sealed tender consists of **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 Manpower Services to Collectorate, Bhadrak"** and **"Financial Bid for Providing Manpower Services to Collectorate, Bhadrak**. Both sealed envelopes should be inserted in a third sealed envelope supercribing **"Tender for providing Manpower Services to Collectorate, Bhadrak"**.

10. The Earnest Money Deposit **Rs.22,000/- (Rupees Twenty Two Thousand) only**, refundable, should be accompanied with the Technical Bid of the service provider in the form of Time Deposit Receipt (TDR) pledged in favour of **Collector, Bhadrak failing which the tender shall summarily be rejected**.
11. The successful bidder will have to deposit a Performance Security Deposit of **Rs.53,000/- (Rupees Fifty Three thousand only)** in the form of Time Deposit Receipt (TDR)/Bank Guarantee from any Nationalized Bank pledged in favour of **Collector, Bhadrak, Bhadrak** covering the period of contract at the time of signing of the agreement. In case the contract is further extended beyond the initial period, the TDR/ Bank Guarantee will have to be renewed accordingly by the successful bidder.
12. The participating Manpower Service providers are required to enclose self attested photocopies of the following documents, along with the Technical Bid, **failing which their bids shall be summarily/out rightly rejected and will not be considered any further:**
 - a) Registration certificate of the applicants organization;
 - b) Copy of PAN/GIR Card;
 - c) Copies of the IT return for the last three Financial Years i.e. 2017-18, 2018-19, 2019-20 .
 - d) Copies of EPF and ESI Certificates;
 - e) Copy of GST Registration Certificate along with copy of GST return of last 6 months.
 - f) Copy of Audit report for the last three financial years; (2017-18, 2018-19, 2019-20)
 - g) Computation of Income Statements for last three financial years i.e. (2017-18, 2018-19, 2019-20).
 - h) Bank statement of last three financial years .
 - i) Labour Registration Certificate/ undertaking regarding submission of Labour License within 15 days of award of work order to the successful bidder.
13. **The conditional bids shall not be considered and will be out rightly rejected in the very first instance.**
14. All entries in the tender form should be legible and filled in clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or correction is permitted in the Financial Bid Form. In such cases, the bid shall be liable for rejection.** However, correction, if any, in the Technical Bid Application must be initiated by the person authorized to sign the bid.
15. The Technical bids shall be opened on the scheduled date and time i.e. at **28.07.2021 at 11AM** in the office chamber of the Collector, Bhadrak, in the presence of the Manpower Service Provider or their authorized representatives, and anyone who wishes to be present on the spot at that time.
16. The Financial Bid of only those bidder will be opened whose Technical Bids are found to be in order. The Financial Bids shall be opened at **28.07.2021 at 3.30 PM** in the office of Collector, Bhadrak in the presence of the bidders or their authorized representatives, and anyone who wishes to be present on the spot at that time.
17. The Collector, Bhadrak reserves the right to annul any or all bids without assigning any reason thereof.

TECHNICAL REQUIREMENTS FOR BIDDING FOR PROVIDING MANPOWER SERVICE .

1. The bidder for providing manpower service to Collectorate, Bhadrak should fulfill the following technical specifications:
2. The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of the Bhadrak District. Documentary Proof in support of functioning of the Registered Office/ Local Branch Office of the Service Provider within the Jurisdiction of Bhadrak District must be attached.
 - a. Besides, if Collectorate, Bhadrak is procuring manpower for deployment in their field office (s), the manpower service provider should provide the name, designation and contact number of the person to liaise with the said Field Office (s).
 - b. They should be registered with the appropriate registration authority.
 - c. They should have at least **two/three years'** experience in providing manpower to Government Departments/Public Sector Companies/Banks etc.
 - d. They should have their own Bank Account.
 - e. They should be registered with the Income Tax and Service Tax Department.
 - f. They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance etc.
 - g. They should have any other regulatory clearance (to be specified by the user COLLECTORATE, Bhadrak) that may be required for providing manpower services.
 - h. The Minimum annual turn-over of the company shall at least be 5 times of the expected annual contract value.
 - i. The agency must have executed contracts of similar nature during preceding 3 years of the value equal to the estimated annual contract value of the present contract.
 - j. **The agency should fulfill all the statutory compliance of the Finance Department, Government of Odisha as stipulated from time to time. No bidder is allowed to quote below Rs.7/- (Rupees Seven) only towards service charges and service charges should be quoted rounded only (no decimal figure will be entertained). The rate quoted by the firm should be adequate enough to cover all the statutory dues of the Government and should not be less than the rate allowed by the Government in this regard. Any firm quoting nil or abnormally low service charges (less than a whole number), unless otherwise allowed to, will be rejected ought rightly. However, the decision of the committee in this regard will be final and binding.**
 - k. The selected firm is liable to comply with all the terms and conditions stipulated by the Government from time to time during the agreement in force.
 - l. In case more than one bidder quote(s) the same price, draw of lot to nominate the L1 bidder shall be adhered to.
 - m. The sealed tender shall be of two bids 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 Manpower Services to Collectorate, Bhadrak "** and **"Financial Bid for Providing Manpower Services to Collectorate, Bhadrak.** "Both these sealed envelopes should be inserted in a third sealed envelope super scribing **"Bid papers for providing Manpower Services to Collectorate, Bhadrak."**Three separate envelope one each for Technical Bid, Financial Bid and DD/TDR etc shall be made which shall be inserted in one separate envelope super scribing in the top of the envelope **"Tender Notice for providing manpower service to Collectorate, Bhadrak"** and shall be submitted along with the Tender Document .
 - n. The black listed Firm(s) shall out rightly be rejected. An undertaking/affidavit by bidder should be furnished that, their firm(s) have never been blacklisted in any district.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE
SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE COLLECTORATE,
BHADRAK.**

1. He/She should be within 18 years to 40 years of age as on the date of agreement. Weightage will be given to candidates having experience in similar nature of works & age relaxation in respect of such candidates can be considered.
2. The minimum Educational Qualification for **Data Entry Operator** shall be Graduation in any discipline with proficiency in Computers.
3. The candidate shall have functional knowledge of computers and be well versed in MS Office Software and internet. He should also be proficient in other standard computer packages and applications.
4. The candidate having experience of working in Government offices shall be given preference.
5. The candidate shall have functional knowledge of English and Odia in computer application.
6. The candidates nominated by the qualifying firm will undergo a computer test to be conducted at Collectorate followed by an interview on other aspects of works.

APPLICATION - TECHNICAL BID
For Providing Manpower Services to Collectorate, Bhadrak.

1. Name of Tendering Manpower Service Provider (Attach Self attested Photo/ ID Card/ PAN/EPIC/DL/Pass Port)_____

2. Details of Tender Paper Cost and EMD : BD/TDR No. _____
Date. _____ of _____ 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 Local Branch Office with address proof:

Telephone No. : _____

FAX No. : _____

E-mail Address. : _____

6. Name and Telephone No. of Authorized Officer/ person to liaise with Field Office (s) :

7. Bank details of Manpower Service Provider (Attach certified copy of statement of A/c for the last three Years):

8. PAN No. (Attach attested copy):

9. GST Registration No. (Attach Attested copy):

10. EPF Registration No. (Attach attested copy):

11. ESI Registration No. (Attach attested copy):

12. Financial Turnover of the tendering **Manpower Service Provider** for the last three Financial Year: (Audit report for the year 2017-18 to 2019-20)

Financial Year	Amount (in lakhs)	Remarks, if any
2017-18		
2018-19		
2019-20		

13. Additional information, if any (Attach Separate Sheet if space provided is insufficient):
- (a) IT return for the financial year:- 2017-18, 2018-19, 2019-20.
 - (b) Labour Registration Certificate/ Affidavit/undertaking that, if the firm gets selected Labour Registration Certificate from DLO, Bhadrak shall be furnished within 15 days of issue of work order.

14. Furnish details of the major similar contracts executed by the bidding Manpower Service Provider during the last three financial years in the following format.

(If the space provided is insufficient, a separate sheet may be attached):

Sl. No.	Name of Client, address, Telephone & FAX No.	Manpower Services Provided		Amount of Contract (Rs. lakhs)	Duration of contract	
		Type of manpower provided	No.		From	To

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

Date:

Signature of Authorized person

Place:

Full Name :

Seal :

APPLICATION - FINANCIAL BID

For providing Manpower Assistance to Collectorate, Bhadrak.

1. Name of Tendering Manpower Service Provider: _____
2. Rate per person per month (8 hours per day) inclusive all statutory liabilities, taxes, levies, Cess etc:

Sl. No	Manpower Type	Remuneration per month per candidate (including EPF & ESI of Employee share)	EPF (employer contribution)	ESI (employer contribution)	Other Statutory dues, if any	Service Charge	GST	Amount per person	Total Person	Total amount
3	Data Entry Operator	Rs 8880/-							10	

N.B. - Remuneration of DEOs:- Rs 8880/- per month

Date:

Signature of Authorized Person

Place:

Full Name:

Seal:

Notes :

1. The total rates quoted by the bidding agency should be inclusive of all statutory dues/ taxes in force at the time of entering into the contract.
2. The payment shall be made on completion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.
3. The nominated firm shall produce EPF/ESI statement towards testimony regarding deposit of EPF/ESI of staff every month only after which bill for the succeeding month shall be processed.

TERMS & CONDITION

GENERAL

1. The Agreement shall commence from the date ofand shall continue till **(One year)** unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements
2. The Agreement shall automatically terminate on dated unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and condition or with some additions/deletions/modification, for a further specific period mutually agreed upon by the Manpower Service Provider and the Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The Collectorate, Bhadrak, at present, has tentative requirement of **10 (Ten) no of Data Entry Operator (DEO)**. *The requirement of the COLLECTORATE, Bhadrak, may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower service, if required on the same terms and condition.*
6. The Manpower Service Provider will be bound by the terms and conditions as furnished by it to the Authority while submitting the tender or at any subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the Agreement. The Collector, Bhadrak however, reserves the right to terminate this initial contract at any time giving 15(fifteen) days notice to the selected Service Provider.
7. The manpower service provider will have to deploy manpower within **seven days** of signing the agreement.
8. The person deployed shall be required to report for work at 10.00 AM in the Office of the Collector, Bhadrak in different section as may be allotted after selection and would leave at 5.30 PM. and may also require to work beyond 5.30 PM for which he/she would not be paid any extra remuneration for additional work as and when required. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
9. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Collector, Bhadrak, so that optimal services of the persons deployed could be availed without any disruption.
10. The entire, financial liability in respect of manpower service deployed in Collectorate, Bhadrak offices shall be that of the Manpower Service Provider and the authority will in no way be liable for any lapses. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the Collector, Bhadrak or Office concerned for reimbursement of Bill of the firm for the succeeding month. If at any point of time it is noticed that the agency paying lesser remuneration to the candidates than the rate quoted, than the agreement shall be terminated and EMD and security etc deposits shall be forfeited forthwith.
11. The payment of remuneration to the manpower has to be through bank account only. No cash payment can be made to them.
12. For all intents and purposes, the Manpower Service Provider shall be "Employer" within the meaning of all applicable laws in respect of manpower so deployed. The person deployed by the Manpower Service firm shall not have any claim whatsoever like employer and employee relationship against the Collector, Bhadrak or any office concerned.

13. The Manpower Service Provider shall be solely responsible for the redressal of grievance or resolution of disputes relating to person deployed. The Collector, Bhadrak shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service Provider the deployed person can place their grievance before a Joint Committee consisting of a representative of the Collector, Bhadrak or office concerned and an Authorized representative of the Manpower Service Provider.
14. The Collector, Bhadrak shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
15. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the Agreement.
16. In case of termination of this Agreement in its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim whatsoever for any absorption in regular or other capacity in Collectorate, Bhadrak or any offices attached to him/her.
17. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under any provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
18. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the same shall be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulation and Abolition) Act., 1970 if any, at his own part and cost.
19. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
20. The Person deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
21. The person deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Collectorate, Bhadrak or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the person deployed.

LEGAL

22. 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 third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws, besides action for breach of contract.
23. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Collectorate, Bhadrak or office concerned shall have no liability in this regard.
24. The Manpower Service Provider shall be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Collectorate, Bhadrak or office concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Collector, Bhadrak or Office concerned.

25. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the **COLLECTORATE, Bhadrak** or office concerned or any other authority under Law.
26. The Tax deduction at source (TDS) shall be done as per the provision of Income Tax Act/Rules, as amended, from time to time and certificate to this effect shall be provided by the Collectorate, Bhadrak or office concerned.
27. In case, the Manpower Service Provider fails to comply with any liability under appropriate Law and as result thereof, the Collectorate, Bhadrak or the office concerned is put to any loss / obligation, monetary or otherwise, the Collectorate, Bhadrak or the office concerned will be entailed to get itself reimbursed out of the outstanding bills or the performance Security Deposit of the Manpower Service Provider, to the extent to the loss or obligation in monetary terms.
28. Agreement is liable to be terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration of employed persons and non-payment of statutory dues or for any other reason. The Collectorate, Bhadrak or office concerned will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Collectorate, Bhadrak or office concerned by the person deployed, the same shall be recovered, the same shall be recovered from the unpaid bills or adjusted from the performance Security Deposit.

FINANCIAL

29. The Technical Bid should be accompanied with an **Earnest Money Deposit (EMD) of Rs.22,000/- (Rupees Twenty Two thousand) only** refundable in the form of Time Deposit Receipt (TDR) pledged in favour of Collector, Bhadrak failing which the tender of the concerned agencies/firms shall be rejected out rightly.
30. The Earnest Money Deposit in respect of agencies/firms which do not qualify the technical Bid (first stage) or Financial Bid (Second competitive stage) shall be returned to them without any interest. **In case of successful tender, if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.**
31. The successful tenderer shall have to deposit **a Performance Security Deposit of Rs. 53,000/- (Rupees Fifty Three thousand)** only in the form of Time Deposit Receipt (TDR)/Bank Guarantee from any Nationalized Bank pledged in favour of Collector, Bhadrak covering the period of contract at the time of signing of the agreement. In case, the contract is further extended beyond the initial period, the TDR/Bank Guarantee will have to be renewed accordingly by the successful bidder.
32. In case of breach of any terms and condition attached to this agreement the performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
33. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheets duly verified by the Collectorate, Bhadrak or Office concerned in respect of the persons deployed and submit the same to the prescribed authority of the concerned offices in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
34. The claim in bills regarding Employees State Insurance, provident fund and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill of month. 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 Collectorate, Bhadrak or office concerned.

35. The amount of penalty calculated @Rs.100 per day on account of delay, if any, providing a suitable substitute for the period beyond three working days by Manpower Service Provider shall be deducted from monthly bills in the succeeding month.
36. The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
37. 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 next higher Authority or controlling officer for his decision and the same shall be binding on all parties.
38. All disputes shall be under the jurisdiction of the District Civil court located at Bhadrak in the District of Bhadrak.
39. The successful bidder will enter into an agreement with the Collector, Bhadrak for supply of suitable and qualified manpower as per requirement of the Collectorate, Bhadrak on the above terms and conditions.

DOCUMENTS TO BE PROVIDED WITH TECHNICAL BID

1. Application - Technical Bid;
2. Attested copy of registration of agency.
3. Copy of document proof in support of functioning of Local Branch Office;
4. Certified copy of the statement of bank account of agency for the last three years;
5. Attested copy of PAN Card;
6. Attested copy of the latest IT return filed by agency;
7. Attested copy of the GST registration Certificate along with copy of GST return of last 6 months;
8. Attested copy of the PF Registration letter/Certificate;
9. Attested copy of the ESI registration letter/Certificate;
10. Certified document in support of the financial turnover of the agency; (Audit Report)
11. Certified documents in support of entries in column 13 of Technical bid application;
12. Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
13. Original FDR amounting to Rs. 22,000/- (Rupees Twenty Two Thousand) towards EMD.
14. Computation of Income Statements for the financial year 2017-18, 2018-19 & 2019-20.

**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE
DEPLOYMENT OF MANPOWER.**

1. List of manpower shortlisted by agency for deployment in Collectorate, Bhadrak, containing full details i.e. date of birth, marital status, address, educational qualifications etc.
2. Bio-Data of all candidates.
3. Any other document considered relevant.

AGREEMENT

This agreement is made on this _____ day of _____ between the Governor of Odisha represented by _____, herein after referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors or assignees of the one part;

And

M/s _____ represented by Sri _____, here-in-after called the "Manpower Service Provider" which expression shall, where the context so requires or admits, also include its successors or assignees of the other part.

Whereas, the "Authority" desires that the service of " _____ are required in _____ Collectorate _____/office;

And whereas the "Manpower Service Provided" has offered its willingness to the same in conformity with the provision of the agreement;

And whereas the "Authority" has finalized the rate as per the terms and conditions of the agreement to the "Manpower Service Provider".

Now this agreement witnesses as below: -

1. That the Annexure containing the Terms and Conditions shall be deemed to form and to be read as construed as part of this agreement.
2. That in consideration of the payment to be made by the "Authority" to the "manpower Service Provider", the "Manpower Service Provider" hereby agrees with the "Authority" to provide personnel to be engaged as ' _____' in the _____(name of the Collectorate)_____/Office) in conformity with the provisions of the Terms and Conditions.
3. That the "Authority" hereby further agrees to pay the "Manpower Service Provider" the contract price at the time and in the manner prescribed in the said Terms and Conditions.
4. That in the event of any dispute that may arise it shall be settled as per the Terms and Conditions of the contract.
5. That this agreement is valid up to _____.

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

**Signature of the officer authorized
to sign on behalf of Manpower
and Service Provider**

**Signature of the officer Authority
officer acting in the premises for
on behalf of the Governor of Odisha**

In the presence of witness: -

Witness

1. Name _____
Address _____
2. Name _____
Address _____

Witness

1. Name _____
Address _____
2. Name _____
Address _____

TERMS & CONDITIONS OF THE AGREEMENT

1. The agreement shall commence from (date) and shall continue till (date) unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The agreement shall automatically expire on (date) unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The agreement may be extended, on the same terms and conditions or with the additions/deletions/modifications, for further specific period mutually agreed upon by the Man Power Service Provider and the Authority.
4. The Man power Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this agreement to any other agency or organization by whatever name be called without the prior consent of the Authority.
5. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
6. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
7. The persons deployed shall be required to report for work at 10.00 AM to the (Name of office) as may have been kept in charge of the Office Establishment of the office concerned and would leave at 5.30 P.M. for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
8. The Man power service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Authority so that optimal services of the persons deployed could be availed without any disruption.
9. The entire financial liability in respect of manpower services deployed in the Collectorate, Bhadrak or office concerned shall be that of the Manpower Service Provider and this office will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the Collectorate, Bhadrak or office concerned. If at any point of time, it is found that the agency is paying to the candidate less remuneration the agreement shall be terminated and the EMD & security deposits shall be forfeited.

10. The payment of remuneration to the manpower has to be through bank account only. No cash payment can be made to them.
11. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules and Acts in respect of manpower so deployed. The persons deployed by the Manpower service Provider shall not have any claim whatsoever like Employer and Employee relationship against the Collectorate, Bhadrak or office concerned.
12. The Manpower service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower service Provider the deployed person can place their grievances before a joint committee consisting of a representative of the office and an authorized representative of the Manpower service Provider.
13. The office shall not be responsible for any financial loss or any injury to any person deployed by the manpower Service provider in the course of their performing the Functions/duties, or for payment towards any compensation.
14. The person deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the Agreement.
15. In case of termination of this agreement on its expiry or otherwise, the persons deployed by the manpower service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
16. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with this office under provision of rules and Acts. Undertaking from the person deployed to this office shall be required to be submitted by the Manpower Service Provider.
17. The Manpower Service Provider must be registered with concerned Government Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining license under contract Labour (Regulations and abolition) Act, 1970 if any, at his own part of cost, if required under the act.
18. The Manpower Service Provider shall provide a substitute well in advance, if there occurs any probability of the persons leaving the job due to his/her for own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.

19. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
20. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the office. The Manpower Service Provider shall be responsible for any Act of indiscipline on the part of the persons deployed.
21. The persons deployed shall, during of the course of their work be privy to certain qualified documents and information which they are not supported to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
22. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed by it in the office. The office shall have no liability in this regard.
23. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the office of the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested photocopies of such documents shall be furnished to this office.
24. The Manpower Service Provider Shall maintains all statutory registers under the law and shall produce the same, on demand, to the Authority of this officer or any other authority under law.
25. The Tax deduction at source (TDS) shall be done as per the provisions of Income Tax Act/Rules, as amended, from time to time and a certificate to this effect shall be provided by this office.
26. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Collectorate, Bhadrak or office concerned will be entitled to get itself reimbursed out of outstanding bills or the performance security deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
27. The agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract non-payment of remuneration of employed persons and non- payment of statutory dues. This office will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and outstanding statutory dues of the service provider to statutory authorities. If any loss or damages caused to this office or the Office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.

28. In case of breach of any terms and conditions attached to this agreement, the performance security deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the agreement.
29. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the concerned offices in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible, the payment will be released by the second week of the succeeding month.
30. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. 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 office concerned.
31. The amount of penalty calculated @Rs.100/- per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.
32. The Authority Reserves the right to withdraw or relax any of the terms and conditions motioned above so as to overcome the problem encountered at a later stage.
33. 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 next higher authority or controlling officer for his decision and the same shall be binding on all parties.
34. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.

DECLARATION

1. I, _____ Son/ Daughter / Wife of Sri _____ Proprietor/ Director/ Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender documents.
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 along with the above application are true and authentic and to the best of my knowledge and belief. I/ We, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Place :

Date :

Signature of Authorized Person

Full Name :

Seal :