



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BHADRAK**

(ST & SC Dev. Section)

[dwobhadrak@gmail.com](mailto:d wobhadrak@gmail.com) 06784-240335/241415

Letter No. 1313 SSD Date. 19-10-2023

**SHORT TENDER NOTICE**

SEALED TENDERS are invited from eligible SERVICE PROVIDING AGENCIES to provide MANPOWER i.e. 02(two) nos. of **Cell Coordinator** & 02(two) nos. of **MIS Assistant** for the Forest Right Cells under Mo Jungle Jami Yojana as per the terms & conditions provided in the website [www.bhadrak.nic.in](http://www.bhadrak.nic.in) of Bhadrak District up to **05:00 PM of Dt. 04.11.2023**. The bids shall be received through Regd. Post/ Speed Post only addressed to District Welfare Officer, Bhadrak At/PO/Dist- Bhadrak, PIN- 756100 during the office hours and will be opened on **07.11.2023 at 11:00 AM** in the presence of the bidders or their authorized agents in the Salandi Sabha Gruha of Collectorate, Bhadrak.

The interested agencies should clearly mention on the top of envelope as "Tender documents for Selection of Outsourcing Agency to provide MANPOWER". The Agencies who have applied are requested to remain present (or their Authorized Agent) in the venue for tender opening on the date of opening. The detailed Terms & Conditions and list of documents to be submitted is available in Bhadrak district website [www.bhadrak.nic.in](http://www.bhadrak.nic.in)

The Authority reserves the right for cancellation / modification of the Tender without assigning any reason thereof.

**By order of Collector, Bhadrak**

*19/10/23*

**District Welfare Officer,  
Bhadrak**

Memo No. 1314 /SSD

Date. 19-10-2023

Copy to DIO, NIC, Bhadrak for information with a request to web-host/  
upload the Tender documents for wide publicity.

*Tgt 19/10/23*

**District Welfare Officer,  
Bhadrak**

Memo No. 1315 /SSD

Date. 19-10-2023

Copy to the Notice Board of Collectorate/ CDO-cum-EO, Zilla Parishad  
Bhadrak/Sub-Collector, Bhadrak/ All BDOs of Bhadrak District/ All  
Tahasildars of Bhadrak District/ All the E.Os of the ULBs/All CDPOs for  
information with a request to affix the above tender call Notice in the their Office  
Notice Board for wide publication.

*Tgt 19/10/23*

**District Welfare Officer,  
Bhadrak**

## Section - I

### SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The District Welfare Officer, Bhadrak on behalf of Collector & District Magistrate, Bhadrak requires the service of reputed, well established, financially sound and registered Manpower Service Provider to provide services of Cell Coordinator and MIS Assistant on contract basis to manage the day-to-day office works of Forest Right Cells functioning in 02 places of Bhadrak District.
2. The contract for providing the aforesaid manpower will be for a period of six months only from the date of effectiveness of contract. On satisfactory performance, the selected candidates will have the opportunity to get associated with the scheme for total period of two years. The contract may be terminated owing to deficiency in service or because of change in the District's / Department's requirements. Collector, Bhadrak however, reserves right to terminate this initial contract at any time after giving 15 days' notice to the selected Service Provider.
3. DWO, Bhadrak has the requirements of the manpower for the Forest Right Cells located at following places in Bhadrak District as specified here under:
  1. District Welfare Office, Bhadrak
  2. Tahasil Office, Bhadrak
  - (i) **Cell Coordinator: 02 Nos.**  
(One each for 02 (Two) nos. of Forest Right Cell.
  - (ii) **MIS Assistant: 02 Nos.**  
(One each for 02 (Two) nos. of Forest Right Cell.

The eligible bidders, those have the capability of providing above types of manpower as per the prescribed technical parameters in the tender document, are allowed to participate in the selection process, **Incomplete bids will not be taken into consideration.**

## **The scope of work of Outsourcing Agency is as follows;**

- I. Payroll Management of deployed Manpower.
- II. All the statutory compliances like TDS, EPF, ESIC, Service Tax etc. shall be done by the successful bidder.

The detailed terms of reference for the Human Resource Outsourcing agency can be broadly categorized into following two parts:

### **Human Resources Management**

- Ensure regular payment of monthly remuneration to deployed personnel through NEFT as per the rates mentioned.
- Ensure statutory compliance like EPF, ESI, TDS deduction etc. as required by the prevailing norms.
- Provide replacement of personnel in case of vacancies arising during the course of the agreement, from the waitlisted candidates.

### **Other conditions:**

- The day to day work of the deployed personnel will be assigned by the designated officer and all the monitoring and reporting aspects of the deployed personnel will be under the control and supervision of the designated officer.
- The District Welfare Officer, Bhadrak on behalf of Collector, Bhadrak shall have the right to verify the actual payment made and may request the Manpower Service Providing Agency to provide excerpts of the bank statement of the payments made as the proof of payment and if not satisfied shall withhold the payments due to the HR Service Provider in addition to other legal action.
- In case the Chairpersons of the FRA Cells are not satisfied with the performance of the deployed personnel or because of indiscipline and on receipt of such complaint, the Collector, Bhadrak may ask the Human Resource Service Provider in writing, providing the reasons thereof, to withdraw the personnel and provide a replacement.

**Section- II**  
**ELIGIBILITY CRITERIA FOR THE MANPOWER SERVICE PROVIDER**  
**AGENCY**

Following are the essential qualifying criteria for the Manpower Providing Agency to technically qualify for the assignment:

1. The bidder should be registered as a Human Resource Service Provider Firms, Private Limited Company, Public Limited Company, or Society/ Trust since last 5 years. The Incorporation/Registration certificate should be furnished as documentary proof. The registered office of the manpower service provider must be located within the State of Odisha. Document such as Electricity Bill / Telephone bill in support of the existence of the office must be submitted.
2. It must have at least five years of past experience (from the last date of submission of tender) in providing manpower to Central / State Government Departments.
3. The bidder should have valid registration under Service Tax Rules, have filed Income Tax return for the last 3 years, EPFO, ESI under Labour Act. The bidders are required to enclose self-attested photocopies of the following documents duly sealed along with the Technical Bid, failing which their bids shall be out rightly rejected and will not be considered.
  - (i) Copy of GST Registration Certificate of the applicant organization along with copy of GST return for the month of June/July 2023.
  - (ii) Copy of PAN card.
  - (iii) Copy of EPF Registration Certificates along with extracts of the Bank Account containing transactions during last 3 years as on 31.03.2023 along with copy of ECR/Challan till 30.06.2023.
  - (iv) Copy of ESI Registration Certificates along with extracts of the Bank Account containing transactions during last 3 years as on 31.03.2023 along with copy of ECR/Challan till 30.06.2023.
  - (v) Audited Financial Statement for the last three financial years (2019-20, 2020-21 & 2021-22).
  - (vi) Copy of Income Tax returns for last three financial years (2019-20, 2020-21 & 2021-22).
  - (v) Copies of the work orders from the Govt. Agencies for providing manpower services during the last five financial years .
  - (vii) Must have annual average financial turnover of **Rs.30.00** Lakh in last 3 financial years (2019-20, 2020-21 & 2021-22). Copies of Audited Financial Statement for the concerned period must be provided.
4. The bidder should not have been black listed by any State Government or Central Government. A self-declaration to this effect shall be submitted by the bidder in the prescribe format.

**Section III**  
**GENERAL TERMS AND CONDITIONS**

**3.1 Cost of Tender Document & Earnest Money Deposit.**

- a. **Tender Cost** - Tender document can be downloaded from the website [www.bhadrak.nic.in](http://www.bhadrak.nic.in). Bidder must submit **Tender paper Cost of Rs 3,000/- (Rupees Three thousand) only, non-refundable** in shape of Demand Draft only drawn in favour of "District Welfare Officer, Bhadrak " payable at Bhadrak, failing which the tender shall be out rightly rejected.
- i. **Earnest Money Deposit** - Bidders should submit along with their Technical Bids, an **Earnest Money Deposit (EMD) of Rs.30,000/-(Rupees Thirty thousand) only, (refundable without interest)**, should necessarily be accompanied with the technical bid in shape of Demand Draft only drawn in favour of "District Welfare Officer, Bhadrak " payable at Bhadrak failing which the tender will be summarily rejected. The tender EMD of all unsuccessful bidders would be refunded within 180 days of the bidder being notified as unsuccessful. The EMD, for the amount mentioned above, of successful bidder would adjust as a part of the Performance Guarantee during the period of the contract.
  - ii. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
  - iii. The tender paper submitted without EMD, mentioned above, will be summarily rejected.
  - iv. The EMD may be forfeited: -
    - a. If a bidder withdraws its bid during the period of bid validity.
    - b. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.
    - c. If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

## **Submission of Bids**

The interested agencies are advised to submit sealed envelope super scribing "**Tender Document for providing Manpower Services**" and address to **District Welfare Officer, Bhadrak, At/ PO/Dist.- Bhadrak, Pin-456100 through Speed post/Regd. Post only.**

### **3.3 Completeness of the Bid**

- a) Submission of the proposals/bid shall be deemed to have been done after careful study and examination of the tender paper document with full understanding of its implications.
- b) The conditional bids shall not be considered and will be out rightly rejected.

### **3.4 Late Bid**

- a. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall be rejected.
- b. The Office of the District Welfare Officer, Bhadrak shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- c. Collector, Bhadrak reserves the right to modify and amend any of the stipulated condition/criterion.

### **3.5 Language of the Bid**

The Proposal should be filled by the Bidder in English language only.

### **3.6 Currency of the Proposal/ Bid Document**

The currency (ies) of the Proposal offer and the transaction details provided in the Proposal/ Bid Document should be in Indian Rupees (INR).

### **3.7 RIGHT TO TERMINATE THE PROCESS**

- a. The Collector, Bhadrak may terminate the Tender process at any time and without assigning any reason thereof. This Office makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. The submission of tender paper does not constitute an offer by the District Welfare Officer, Bhadrak. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

## **Section IV**

### **GUIDELINES FOR SUBMISSION OF PROPOSAL**

#### **4. .1 TECHNICAL PROPOSAL**

Bidders are required to submit the Technical Proposal in the prescribed format only. The technical proposal should accordingly include the following:

1. Bidders profile [Form-1]
2. Document Checklist [Form-2]
3. Self-declaration of not being ineligible/blacklisted [Form 3]
4. All Documentary Evidences as required in the tender document (please refer Document Checklist [Form-2])

### **Section-V**

#### **EVALUATION PROCESS**

- I. In the first stage, the technical proposals will be scrutinized as per the Eligibility criteria and completeness of the documents as prescribed in the tender document.
- II. The bids qualifying the Eligibility criteria and complete with regard to availability of the documents will be considered for Final Evaluation.
- III. Tender Committee: The Tender Committee constituted by Collector, Bhadrak to finalize the tender.

### **Section- VI**

#### **AWARD OF CONTRACT**

The District Welfare Officer, Bhadrak on behalf of Collector, Bhadrak will award the Contract to the successful bidder qualifying in the Technical Bid.

#### 6.1 NOTIFICATION OF AWARD

The District Welfare Officer, Bhadrak will notify the successful bidder in writing or by fax or email, that its proposal has been accepted.

#### 6.2 SIGNING OF THE CONTRACT

The successful bidder (selected service providing Agency) shall enter into a separate contract/Agreement with the District Welfare Officer, Bhadrak incorporating all clauses.

#### 6.3 FAILURE TO AGREE WITH TERMS AND CONDITIONS OF THE TENDER PAPER

Failure of the successful bidder to agree with the Legal Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event the Office of the Collector, Bhadrak may award the contract to the next best value bidder or call for new proposals from the interested bidders.

#### 6.4 TERM OF THE AWARD

The period of contract shall be for a period of six months initially from the date of execution of agreement and on assessment of outcome & satisfactory performance, engagement can be extended for two years only.

## ANNEXURE A

### **TECHNICAL REQUIREMENT FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN FOREST RIGHT CELLS (Mo Jungle Jami Yojana) OF BHADRAK DISTRICT**

#### **A- Qualification and Experience of personnel to be engaged in the FR Cells:**

##### **1. Co-Ordinator**

**Education** Candidate should have completed graduation. Individuals with Master's degree will be preferred.

##### **Work Experience**

- Minimum 2-3 years of experience in NGO/social sector projects.
- Candidate from the concerned district should be preferred for all the positions under the scheme.
- Experience of working with Govt. projects will be an added advantage.
- Fair understanding of Central / State Govt. Schemes & community Mobilization skills
- Experience in delivery of training & capacity building programmes/ initiatives.
- Experience of networking with line departments of Govt.

##### **Language and competency:**

Fluency in oral and written communication in English & Odia.

##### **Computer Skills:**

- Proficiency in computer skills like the use of MS Office and conversant with internet/emails.

##### **Remuneration:**

- Consolidated remuneration of Rs.25,000/- per month subject to submission of signed absentee statement and performance report by the concerned Nodal Officer/ Tahasildar by 05<sup>th</sup> of each succeeding month.

## **2. MIS Assistant**

**Education** Candidate should have completed graduation & PGDCA course. Individuals with Master's degree will be preferred.

**Work Experience**

- 02 years of experience in data entry and large-scale database management in any reputed govt. / private agency.
- Proficiency in computer skills like the use of MS Office specially MS Office, MS Excel and conversant with internet/use of online platforms are a mandatory requirement.

**Language and competency:**

Fluency in oral and written communication in Odia & English is a mandatory requirement.

**Remuneration:**

- Consolidated remuneration of Rs.15,000/- per month subject to submission of signed absentee statement and performance report by the concerned Nodal Officer/ Tahsildar by 05<sup>th</sup> of each succeeding month.

### **Section-VII**

**Nature of Engagement:**

Mode of engagement will be completely contractual and on temporary basis. The contract can be terminated by either of the arty with one-month prior notice or remuneration in lieu. Initial agreement will be for 06 months. On satisfactory performance, the selected candidate will have the opportunity to get associated with the scheme for a total period of two years.

**Selection Procedure:**

All the hiring will be done through the third party at the district level. The selection of candidates should be done through open advertisement and interview process. The interview panel has been constituted under the Chairmanship of ADM (Revenue), Bhadrak.

Concerned agency will share the resumes of interested candidates with the selection panel at least 03 days prior to the date of interview and candidates will be selected on basis of the recommendation of the selection panels. District Nodal Officer will make necessary arrangement for computer(desktop/laptop) for written test if required for the interview.

**TECHNICAL BID (FORM-1)**

**FOR PROVIDING MANPOWER SERVICES TO FOREST RIGHT CELLS  
(Mo Jungle Jami Yojana) OF BHADRAK DISTRICT**

01	Name of the Organization	
02	Legal Status	
03	Name of the Manpower Service Provider	
04	Name of the Proprietor / Director	
05	Full Address of Registered Office with Telephone Number, FAX No & Email Address / Website	
06	Name & Telephone No of the Authorized Person to liaise with authority	
07	Registration No. of Certificate of Incorporation & Date	
08	Bank Name of the Manpower Service Provider	Account No Bank & Branch Name IFS Code
09	PAN (Attach self-attested Copy)	
10	GST Registration No (Attach self-attested copy)	
11	EPF Registration No (Attach self-attested copy)	
12	ESI Registration No (Attach self-attested copy)	
13	No. of years of experience as HR service provider (as on 1st August 2023)	
14	Date of first assignment as HR Service Provider	
15	Date of first assignment as HR Service Provider for Govt. Deptt.	

16	Annual Turn Over	2019-20 2020-21 2021-22
17	Details of EMD	Demand Draft No & Date  Amount
18	Details of Tender Cost	Demand Draft No & Date  Amount

■. Please give details of the major similar contracts handled by the Manpower Service Provider during the last five financial years i.e. 2018-19, 2019-20, 2020-21, 2021-22 & 2022-23 in the following format:

(Please attach separate sheet, if required)

Sl. No.	Name, address & Telephone Number of the Client	Details of Manpower Service Provided		Amount of Contract (Rs in Lakh)	Duration of Contract	
		Type of Manpower Provided	Number		From	To

**Signature of Authorized Signatory with Seal**

**Full Name:**

**Place:**

**Designation:**

**Date:**

**Address:**

**Phone No (O):**

**Phone No (M):**

**Form 2: Document Checklist for Technical Bid**

<b>Sl.</b>	<b>Eligibility Compliance Document</b>	<b>Provided (Yes/ No)</b>	<b>Page No in the Technical Bid</b>
1	Copy of Certificate of Incorporation / Registration/ Partnership Deed, MoA/ Bye-laws, etc.		
2	Copy of Service Tax Registration Certificate		
3	Copy of Income Tax return should submit for the last 3 years with PAN		
4	Copy of Labour Registration Certificate		
5	Copy of EPF Registration Certificate		
6	Copy of ESI Registration Certificate		
7	Copy of Audited Balance sheet and Profit & Loss Account as proof of Annual Turnover for the financial years 2019-20, 2020-21 & 2021-22		
8	Copy of Income Tax Return for the financial years 2019-20, 2020-21 & 2021-22		
9	Copy of Service Tax Return for the financial years 2019-20, 2020-21 & 2021-22		
10	Copy of work orders from the client from 2018-19 to 2022-23		
11	Tender Paper Cost (DD No.: ....., Amount: ....., Bank: ....., Date: .....) )		
12	Earnest Money (DD No.: ....., Amount: ....., Bank.: ....., Date: .....) )		

Signature of witness

**Signature of Authorized  
Signatory with Seal**Date:  
Place:Date:  
Place:

**Form 3**

**Self-declaration of not being ineligible**

On the Letter Head \_\_\_\_\_

I, Sri/Smt. \_\_\_\_\_ aged about \_\_\_\_\_  
years

S/o/D/o/W/o \_\_\_\_\_ Proprietor/Partner/

Director of \_\_\_\_\_ M/s \_\_\_\_\_ At- \_\_\_\_\_ Po-  
\_\_\_\_\_, PS \_\_\_\_\_, and District \_\_\_\_\_

do hereby solemnly declare as follows:

- 1) That pursuant to the tender call notice dt. \_\_\_\_\_ of the Office of the Collector, Bhadrak at the District level, I/my firm/company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Govt. Organisation or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That the facts stated above are true to the best of my knowledge and belief.

**Signature of Authorized Signatory with Seal**

**Full Name:**

**Place:**

**Designation:**

**Date:**

**Address:**

**Phone No (O):Phone No (M):**

## DECLARATION

1. I,  
Shri/Kumari/Shrimati.....  
Son/Daughter/Wife of  
Shri....., Proprietor/ Director,  
am 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 along with the tender application are  
true and authentic 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/ our tender at any stage besides liabilities towards  
prosecution under appropriate law.

### Signature of Authorized Signatory with Seal

**Place:**  
**Date:**

**Full Name:**  
**Designation:**  
**Address:**  
**Phone No (O):**  
**Phone No (M):**

## FINANCIAL BID

### FOR PROVIDING MANPOWER SERVICES TO FOREST RIGHT CELLS OF BHADRAK DISTRICT

01. Name of the Manpower Service Provider
02. Rate per person per month inclusive of all Statutory Liabilities & Taxes

Sl. No.	Manpower type	Consolidated Remuneration in Rs. per month	Service charge	GST 18%	Total Quoted value
01	Cell Coordinator	25000			
02	MIS Assistant	15000			

Notes:

01. The Service Charge quoted should not be less than 3.85% of the remuneration.
02. The total rates quoted by the Agency should be inclusive of all Statutory Liabilities & Taxes in force at the time of submitting the tender & fixed for the period of contract. No alteration shall be allowed under any circumstances unless and until Government notifies the same
03. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower as per the actual.
04. Bidders have to quote for all the positions under this tender and the bid with lowest evaluated monthly charges for the required manpower (from sl.1 to 2) will be awarded with the contract.
05. The employee's share of contribution towards EPF & ESI shall be deducted by the service provider from the minimum take home remuneration of the person engaged (subject to the willingness of the employee) and deposit the same with appropriate authority. Proof of deposit of the same with the concerned authority must be furnished.
06. In case of non compliance of any of the above conditions, the Bid will be summarily rejected.

**Signature of Authorized Signatory with Seal**

**Full Name:**

**Designation:**

**Address:**

**Phone No.**

**Place:**

**Date:**