

**OFFICE OF DISTRICT RURAL DEVELOPMENT AGENCY, GAJAPATI  
PARALAKHEMUNDI**

**TENDER NOTICE  
FOR SELECTION OF REGISTERED FIRMS/ SERVICE  
PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR  
DPMU & BPMU UNDER DRDA, GAJAPATI**

Tender Notice No. **4330**

Date **28.11.2021**

District Rural Development Agency (DRDA), Gajapati invites sealed tender from intending registered and experienced private Manpower Service Providing Agencies for providing Services of different categories of Manpower for DPMU & Seven BPMUs under Rural Housing Schemes for one year. The details of the bidding process are as follows:

Sl.	Bidding Schedule	Date and Time
1	Date of Issue	29.11.2021
2	Last Date and Time for receiving Tender documents	15.12.2021 at 05:30 PM
3	Opening of Technical Bid	16.12.2021 at 11:00 AM
4	Opening of Financial Bid	16.12.2021 at 03:00 PM

Bidders are required to submit the Technical and Financial bids separately. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in third sealed cover super-scribed "Bid for Outsourcing of Manpower services for DPMU & SEVEN BPMUs (RH) under DRDA, Gajapati" must reach the undersigned on or before 15.12.2021 at 05:30 PM by Indian Speed Post/ Indian Regd. Post only. Any other mode will not be entertained. The authority shall not be held responsible for postal delay, if any, in case of non-receipt of the same in time.

The bid documents containing eligibility criteria and detail terms and conditions of the tender can be downloaded from the website [www.gajapati.nic.in](http://www.gajapati.nic.in).

The sealed tender proposal shall be submitted along with non-refundable Tender Paper Cost of Rs.5,000/- (Rupees Five thousand )only & EMD of Rs. 50,000/- (Rupees Fifty thousand only) in shape of Bank Draft drawn in favour of the Project Director, District Rural Development Agency(DRDA), Gajapati.

The Authority reserves every right to reject any or all the Tender Process without assigning any reason thereof.

**Complete address for submission of bids:**

The Project Director,  
District Rural Development Agency ,Gajapati  
Po- Paralakhemundi, District- Gajapati, Pin- 761200.

  
Collector, Gajapati.

**TENDER DOCUMENT**  
**FOR**  
**MANPOWER SERVICE**  
**PROVIDER**

DISTRICT RURAL DEVELOPMENT AGENCY, GAJAPATI  
PARALAKHEMUNDI

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**SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR SERVICE PROVIDER.**

**A. GENERAL INFORMATION**

1. District Rural Development Agency, Gajapati requires services of registered, well established and financially sound Human Resource Service Providers/ Agencies (HRSPA) to provide services of different categories **Manpower** for DPMU & seven numbers of BPMUs under Rural Housing Schemes for carrying out day to day activities under Rural Housing Schemes. The categories are:

For DPMU (District):	One District Project Coordinator (DPC)
	One District Project Executive (DPE)
	One District Call Centre Executive (DCCE)
For BPMUs (Blocks):	Seven Block Project Coordinators (BPC)
	Seven Block Project Assistants (BPA)

***It may be indicated here that the aforesaid categories of manpower who are currently working in DPMU & 7 BPMUs under DRDA, Gajapati through the UNDP in Rural Housing projects will be given preference during selection as per Govt. letter no. 16965 Dt. 01.10.2021***

2. The period of contract for providing the aforesaid manpower is likely to commence after finalisation of bid by DRDA, Gajapati. However, DRDA reserves right to terminate the initial contract at any time after giving **one month** notice to the selected Service Provider Agency.
3. The agency shall be responsible for payment of **fixed** remuneration to the Human Resource every month in time as per Government policy and guidelines/ wage policy.



The remuneration of different Human Resources are as below: (In Rupees)

Sl. No	Manpower Type	Take home remuneration	EPF		ESI		Total
			Employee contribution	Employer Contribution	Employee contribution	Employer Contribution	
1	District Project Coordinator	24253	1800	1950	0	0	28200
2	District Project Executive	9161.25	1260	1365	78.75	341.25	12206.25
3	District Call Centre Executive	8725	1200	1300	75	325	11625
4	Block Project Coordinator	19200	1800	1950	0	0	22950
5	Block Project Assistant	9161.25	1260	1365	78.75	341.25	12206.25

(a) Minimum remuneration per day per person should not be less than the wage prescribed by the Govt. Of Odisha.

Signature of Manpower Service Provider  
authorised person

Date:-

Place:-



**TECHNICAL REQUIREMENT FOR THE TENDERING MANPOWER SERVICE  
PROVIDER**

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The Bidder should be registered under appropriate authority (any one), such as <ul style="list-style-type: none"> <li>▪ Registered under the Companies Act, 2013</li> <li>▪ Registered under the Indian Partnership Act, 1932</li> <li>▪ Registered under the Indian Trusts Act, 1882</li> <li>▪ Registered under the Societies Registration Act, 1860</li> <li>▪ Any other category like Proprietor, etc.</li> </ul>	Certificate of Incorporation/ Registration
2	The bidder must have at least 5 (Five) years of experience (up to the last date of submission of bid) for providing similar type of services to Central/ State Government/ Autonomous bodies/ societies/ corporate bodies/ Institutes	Copies of the work order from the previous authorities.
3	The Registered Office/ Branch Office of the Service Provider must be located within the jurisdiction area of Gajapati District.	Valid address proof of the office (copy of the Telephone Bill/ Electricity Bill/ Any other Govt. address proof )
4	Must have average annual financial turnover of Rs.50.00 lakh during the last 3 (three) financial years i.e. 2018-19, 2019-20 and 2020-2021.	Copies of audited income/ expenditure Statement and Balance Sheet for the concerned period. (Duly certified by CA)
5	The agency should not have been blacklisted by any Central/ State Government, or any other public sector undertaking or a corporation as on the date of this EOI	An undertaking to this effect to be furnished by the bidder as per the prescribed format ( Form-T2)
6	Must not have any pending judicial proceedings for any criminal offence against the proprietor/ Director/ Persons to be deployed by the Service Provider.	An undertaking to this effect to be furnished by the bidder as per the prescribed format. (Form-T3)
8	Must have registered with EPF and ESI under his Establishment.	Challan deposit slips of last 6 months
9	Bank Account details	Bank Account should be in the name of the Organisation/ Company/ Firm
10	Other Statutory Documents	Copies of: <ul style="list-style-type: none"> <li>▪ PAN &amp; GSTIN</li> <li>▪ Copies of EPF &amp; ESI Registration Certificate.</li> <li>▪ IT Return for the last 3 financial year (Duly certified by CA)</li> <li>▪ License of Contract Labour(Regulation &amp; Abolition) Act under 1970.</li> </ul>

*Note: The bidders who qualify above mandatory general eligibility criteria shall be taken up for further Technical Evaluation.*

**Evaluation of Bid:**

The Bid shall be evaluated in two phases.

**1. TECHNICAL :**

In the first phase the Technical Bid shall be evaluated on the basis of Minimum Eligibility criteria as mentioned in this RFP. The Technical bid will be evaluated to determine whether the bids complied to the prescribed eligibility and requisite documents/ information have been properly furnished by the bidder or not. Bids qualified in the Technical evaluation stage, will be considered for opening of Financial Bid.

The participating Manpower/ Service Provider are required to enclose self attested Photocopies as mentioned in this RFP, failing which, their bids shall be summarily/out rightly rejected and will not be considered any further.

**2. FINANCIAL**

In the second phase the qualified firms will be invited for opening of financial bid. The financial bid of only those bidders will be opened whose technical bids are found to be in order. The successful bidder will enter in to an agreement with the Collector, Gajapati for providing suitable and qualified manpower as per requirement of the DRDA, Gajapati on the above terms and conditions.

The Second and third lowest quoted firms/ agencies shall be kept in reserve and may be invited for negotiations and they shall be considered for engagement at the rate agreed by the selected agency in the event of withdrawal, failure of the selected agency. In case, financial bid of bidders are found equal, than the priority will be given to the agency with higher experience in this field.

The Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand) only 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 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.

The successful tenderer will have to deposit a Performance Security Deposit of Rs. 2,00,000/- ( Rupees Two Lakhs ) only in the Fixed Deposit in the name of Agency and hypothecated to Project Director, DRDA, Gajapati or in the form of Bank Guarantee from any Nationalised Bank/ Scheduled Bank in favour of Project Director, DRDA covering the period of contract.



**GENERAL TERMS & CONDITIONS**

1. The Manpower Service Provider shall indemnify DRDA, Gajapati against all claims which may be made under the Minimum Wages Act, Provident Fund Act, ESI Act, Payment of Bonus Act, Industrial Dispute Act, Payment of Wages Act or any Statutory modifications or, any other Acts, Rules and Policies as applicable.
2. The Manpower Service Provider shall be responsible for any accidents caused to the workers and damage to the equipment during the period of contract. DRDA, Gajapati shall no way be responsible for any of the accidents.
3. For any failure of implementing the statutory rules and regulations, the performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
4. Any violation of Manpower Service Provider towards payment Remuneration, EPF/ESI Contributions, Leave salary as per Act and agreement if, brought to the notice of the authority of DRDA, Gajapati, it would be referred to Labour Department for taking legal action against the concerned defaulting Agency and without prejudice to the right of DRDA, Gajapati to terminate the contract in such cases.
5. DRDA, Gajapati shall not responsible in any manner in case of any non compliance by the Manpower service provider towards deposit of statutory dues like, applicable EPF, ESI and GST. If any dispute arises on this account the Manpower service provider will squarely be responsible and will meet all disputes and keep DRDA totally indemnified from any contingencies arising out of it. In the event of any liabilities arising against DRDA, Gajapati for non compliance of the above, the financial liabilities shall be adjusted from the performance security deposit of the Manpower service provider.
6. The Tax deduction at Source (TDS) shall be made as per the provision of Income Tax Act and Rules as amended from time to time and certificate to affect shall be provided by DRDA to the Manpower service provider after completion of each financial year.
7. The Manpower service shall maintain all statutory registers required under the law and shall produce the same on demand to the authorities of the DRDA and / or any other statutory authority.
8. In case, the Manpower service provider fails to comply with any liabilities under the appropriate law or failure discharge the duties by the deployed personal and as a result, DRDA, Gajapati is put to any loss/ obligation monetary or otherwise, DRDA will be entitled to get itself reimburse/ recovered from the pending bills/ security performance deposit in shape of Bank gurentee of the Manpower service provider kept with



DRDA, Gajapati to extent of loss or obligation in Monetary terms. If amount is not sufficient to cover the loss than DRDA will initiate legal action as deemed proper for recovery of any shortfall amount.

9. If the deployed personal are found to be involved in any adverse activities and for reason if any loss occurs to DRDA, Gajapati, than Manpower service provider shall bear the financial loss and the deposit the amount of loss in DRDA account within a stipulated period. If the Manpower service provider fails to do so than the loss amount shall be recovered from the amount payable to Manpower service provider and/ or from the security performance deposit deposited in favour of DRDA. If the loss amount is more than that of the amount adjusted as per the above than the legal action will be taken against the Manpower service provider as deemed proper to recovery the balance amount and termination of the agreement/work order may be followed.
10. 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 DRDA, Gajapati or any office concerned.
11. 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 DRDA, Gajapati, however, reserves the right to terminate this initial contract at any time giving 30 (thirty) days notice to the selected Service Provider.
12. DRDA/ Block will release monthly remuneration to agency after receipt of Monthly Remuneration Bills in Original. DRDA & EDCs will submit the monthly absentee statement to the agency on 25<sup>th</sup> of each month. And the agency should pay the Human Resource on the last working day of the month. The agency will deposit the EPF and ESI of Human Resource in time and submit proof of the same along with payment of remuneration to HR to DRDA by 10<sup>th</sup> of each succeeding month. In case of any delay, agency will submit reason for it to the satisfaction of DRDA.
13. The requisition will be given to the agency by DRDA, Gajapati as per need/ requirement from time to time during the contract period. Whenever any vacancy will arise due to resignation/termination/death of Human Resources, upon receipt of requisition the agency will give a suitable substitute within 3 days as per the requirement.
14. 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.



15. In case of unsatisfactory performance of any Human Resource, DRDA, Gajapati will inform the agency to withdraw the person/ persons and replace immediately following the procedure mentioned at point No 6.
16. The agency will be responsible to conduct a thorough antecedent verification of the manpower to be deployed and submit an undertaking, in writing, regarding the verification done. No person with criminal antecedent/ criminal & vigilance cases shall be deployed.
17. The agency shall at all times indemnify and agree and undertake to defend and hold DRDA, Gajapati, harmless against all liabilities, damages, losses, expenses, claims, suits, proceedings, judgements, settlements, actions, costs of any nature whatsoever, whether directly or indirectly arising out of agreement executed between agency and DRDA, Gajapati
18. The interested bidders may visit DRDA, Gajapati on any working day between 10.00 AM to 5.30 PM (Office Hours) to have thorough knowledge of the work to be performed before preparation and submission of the bid or they may be call to Telephone Number 06815-222420.
19. The bid complete in all respect as specified must be accompanied with a Non-refundable Demand draft/ Banker's Cheque amounting to **Rs.5, 000/- (Rupees Five Thousand)** only towards cost of Tender Paper and EMD of **Rs. 50,000/- (Rupees Fifty Thousand)** only in favour of Project Director, DRDA, Gajapati drawn in any Nationalised Bank/ Private, Commercial Bank and payable at Paralakhemundi, failing which, the bid will be out rightly rejected. The bid should be sent through Indian Speed Post/ Indian Registered Post so as to reach the Authority by **15.12 2021 by 5.30 P.M.** Bids submitted after due date and time will be summarily rejected

The bid has been invited under two bid systems i.e. Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes super scribing

**“Technical Bid”**

(SELECTION OF REGISTERED FIRMS/ SERVICE PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR DPMU & 7 BPMUs (RH) UNDER DRDA, GAJAPATI)

**“Financial Bid”**

(SELECTION OF REGISTERED FIRMS/ SERVICE PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR DPMU & 7 BPMUs (RH) UNDER DRDA, GAJAPATI).

Both sealed envelopes must be kept in a third sealed envelope super-scribing

**“Bid Document- (SELECTION OF REGISTERED FIRMS/ SERVICE PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR DPMU & 7 BPMUs (RH) UNDER DRDA, GAJAPATI)”**



20. Selected bidder will have to deposit a Performance Security of Rs. 2,00,000/- (Rupees Two Lakhs only) in the form of FD Receipt Bank Guarantee from any nationalised/ private, commercial Bank in favour of Project Director, DRDA, Gajapati for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee.

21. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

22. All entries along with the pages in the bid document should be legible, filled-in clearly and signed by Manpower Service Provider or authorised representative with seal. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorised signatory should be attached.

23. The Technical and Financial Bid will be opened on 16.12.2021 at 11.00 AM in presence of the authorised representatives of the bidder who wish to be present on the spot at that time.

24. The bid shall be valid for a period of 90 days from the date of opening of the bids and no request for any variation in quoted rates and / withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

25. To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.



26. However, the decision of the authority shall be final during the overall selection process.

27. The quoted rates shall be as per the prescribed remuneration and shall include all statutory obligations.

28. The service provider shall be liable for all kinds of dues payable in respect of manpower deployed/ provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.

29. Interested Manpower Service Providers may submit tender document complete in all respects along with other requisite documents by 15.12.2021 at 05.30 P.M to Project Director, District Rural Development Agency (DRDA), Gajapati, Po- Paralakhemundi, District- Gajapati, Pin- 761200 through Indian Regd. Post and Indian Speed post only. The Authority shall not be held responsible for any postal delay.

30. The Authority reserves the right to reject any or all the tenders/ Bids and approves / accept any tender/ Bid without assigning any reason thereof.



**List of Documents for submission:-**

Bidders are required to furnish the following documents along with the Technical Bid:

- a. Demand Draft in support of Tender Paper Cost of Rs. 5,000/-
- b. Demand Draft in support of EMD of Rs. 50,000/-
- c. Bid Security Declaration in support of EMD as applicable
- d. Copy of Certificate of Incorporation of the firm agency.
- e. Copy of GSTIN
- f. Copy of PAN
- g. Copies of IT Returns for the last 3 financial years (Duly certified by CA).
- h. Copies of EPF & ESI Registration Number.
- i. Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 financial years (Duly certified by CA).
- j. Copies of work orders from the previous organisations for providing services during last 5 (Five) years.
- k. Undertaking regarding non-blacklisting (On non- judicial stamp paper)
- l. Undertaking regarding non-pending of any judicial proceedings (On Non-judicial stamp paper)
- m. Any deviation from the prescribed procedures /required information/ formats/ conditions shall result in out-right rejection of the bid. Any conditional bid shall be out rightly rejected.



Collector, Gajapati

**DOCUMENTS TO BE PROVIDED WITH THE BID BY THE MANPOWER  
SERVICE PROVIDER/ AGENCY**

Bidders are required to furnish the following documents along with the Technical Bid:

1. Application- Technical-Bid
2. Demand Draft in support of Tender Paper Cost of Rs. 5,000/-.
3. Bid security declaration in Company letter head in support of EMD as applicable.
4. Attested copy of Certificate of Incorporation/Registration of the firm /agency
5. Attested copy of GSTIN
6. Attested copy of PAN
7. Attested copies of IT Returns and turnover of Rs.50.00 lakh of last 3 (three years) (Duly certified by CA).
8. Attested copy of EPF Certificate and deposit challan of last 06 months.
9. Attested copy of ESI Registration Certificate/ Letter.
10. Attested Copies of the financial statements along with Balance sheet for the last 3 (three) i.e. 2018-19, 2019-20 and 2020-21 years. (Duly certified by CA)
11. Copies of work orders from the previous organisations towards providing services during last 5 (five) years from last date of bid submission due date.
12. Undertaking regarding non-blacklisting (On stamp paper)
13. Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head).
14. EMD of Rs. 50,000/- in shape of Bank Draft
15. Attested copies of Bank Statement for last three financial years duly signed by the Bank Authority.
16. Attested copy of Bank details of Manpower Service Provider.
17. Copy of valid Labour Licence Certificate

Authorised Signatory  
With date and Seal

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_



**TECHNICAL BID**  
**COVERING LETTER**  
**(Bidder Letter head)**

To

**The Project Director,  
District Rural Development Agency,  
Gajapati**

Sub: Tender for Outsourcing of Manpower for DPMU & Seven BPMUs under  
DRDA, Gajapati.

Ref: Tender Notice No \_\_\_\_\_, Dated \_\_\_\_\_

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for required manpower in accordance with your tender Notice No. \_\_\_\_\_, Dated \_\_\_\_\_, We are hereby submitting our Bids, which includes Technical and Financial Bid sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. Our Bid will be valid for acceptance up to 90 days and I confirm that this Bid will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document from the date of Bid opening. In case any provision of this tender are found violated, then your office shall have the rights to reject our Bid including forfeiture of the earnest money deposit absolutely.

Yours faithfully

Authorised Signatory  
With date and Seal

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_



**TECHNICAL BID APPLICATION FOR PROVIDING MANPOWER SERVICES TO  
DRDA/BLOCKS:**

1.	Name of the tendering Manpower Service Provider:	
2.	Details of Tender Paper Cost: (Demand Draft Details)	DD No....., Date....., Amount (Rs.)..... Drawn on Bank.....
3.	Details of EMD (Demand Draft Details)	DD No....., Date....., Amount (Rs.)..... Drawn on Bank.....
4.	Name of The Director/ Proprietor/ Partner	
5.	Full Address of Registered Office	
6.	Telephone number, Fax NO, e-mail address	
7.	Bank Name	Account No. Bank and Branch Name: IFSC Code:
8.	PAN No. (Attached self-attested copy)	
9.	GST Registration No (Attached self-attested copy)	
10.	E.P.F. Registration No. (Attached self-attested copy)	
11.	E.S.I. Registration No. (Attached self-attested copy)	
12.	Acceptance to all the terms and conditions of the tender (Yes/No)	
13.	Power of Attorney/authorisation letter for signing the of the bid documents	
14.	Undertaking regarding no criminal case is pending with the police at the time of submission of bid	

*h*

15	Name & Designation, address & Telephone number of authorised Officer/ Person to liaise with this Office	
	Total number of pages in the tender document.	

16. Financial Turnover of the Tendering Manpower Service Provider for the last 3 financial years. (Duly certified by CA)

Financial Year	Turn Over (in Rs. Lakhs)	Average Turnover (in Rs. Lakhs)	Remarks, if any
FY 2018-19			
FY 2019-20			
FY 2020-21			

17. Details of the similar type service provided by the bidder in last 5 years

Sl. No	Name of Authority with complete address & Telephone/Fax No.	Type of services provided with details of manpower deployed	Contract Amount (in Rs. Lakhs)	Duration	
				From	To
1					
2					
3					
4					

Authorised Signatory  
With date and Seal

*h*

**DECLARATION**

I, Shri \_\_\_\_\_ Son/ Daughter/ Wife of  
Shri \_\_\_\_\_, Proprietor/ Director/Authorised signatory of  
\_\_\_\_\_ (Name of the Service Provider), competent  
to sign this declaration and execute this tender;

I have carefully read and understood all the terms and conditions of the tender  
and undertake to abide by them;

The information and documents furnished along with the tender are true and  
authentic to the best of my knowledge and belief. I am well aware of the fact that  
furnishing of any false information fabricated document would lead to rejection of our  
tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorised Representative with seal)

Place:

Date:

Enclosures:

1. Bid Processing Fee in the form of Demand Draft in original
2. Bid security declaration
3. Copy of tender document (each page must be signed and sealed)
4. Dully filled Technical Bid and Financial Bid
5. List of Documents as applicable.



**(FORM-T2)**

**UNDERTAKING**

**(On the Non- Judicial Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)**

I, hereby undertake that, our organisation has not been blacklisted/debarred by any of the Central/ State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely

Authorised Signatory  
(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

**(FORM-T3)**

**UNDERTAKING**

**(On the Non- Judicial Stamp Paper regarding not has any pending judicial proceeding for any criminal offences)**

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely

Authorised Signatory  
(In full and initials)

Name and Designation of the Signatory: \_\_\_\_\_

Name of the Bidder and Address: \_\_\_\_\_

\_\_\_\_\_



**FINANCIAL BID**  
**COVERING LETTER**  
**(BIDDER LETTER HEAD)**

(Date \_\_\_/\_\_\_/\_\_\_)

To

**The Project Director,  
District Rural Development Agency,  
Gajapati ,**

Sub: Expression of Interest for selection of Registered Firms/ Service Provider Agencies for providing manpower for DPMU & Seven BPMUs under DRDA, Gajapati on outsourcing basis.(Financial Bid)

Sir,

I, the undersigned, offer to provide the services for manpower for DPMU & Seven BPMUs under DRDA, Gajapati on outsourcing basis in accordance with your Tender No....., Dated..... Our attached financial prices (*insert amount(s) in words and figures*) for the proposed service as enclosed in Form- F1. This amount is inclusive of all taxes applicable except GST Act. I do hereby undertake that, in the event acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our Financial Bid shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 90 days. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorised Signatory  
(In full and initials)

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:



**(FORM-F1)****APPLICATION- FINANCIAL BID**

For providing Manpower Assistance for DPMU & 7 BPMUs under DRDA, GAJAPATI

1. Name of tendering Manpower Service Provider :
  
2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc except GST:

Sl. No	Manpower Type	Take home remuneration	EPF	ESI	Other statutory dues if any	Service charge	Total per person
1	District Project Coordinator						
2	District Project Executive						
3	District Call Centre Executive						
4	Block Project Coordinator						
5	Block Project Assistant						

Authorised Signatory

(In full and initials)

Name

Seal

Date:

Place:

**N.B:**

The total quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract and exclusive of GST. GST as applicable at the time of submission of bill shall be charges by the Man Power Service Provider Agency over & above the total amount required for service of manpower. The payment shall be made at end of the each calendar month only on the basis of absentee statement for each manpower.

**BID SUBMISSION CHECK LIST**

Sl. No.	Description	Submitted (Yes/ No)	Page No.
<b>TECHNICAL BID (ORIGINAL)</b>			
1.	Covering Letter in Bidders Letter Head		
2.	Tender Paper Cost ( Non refundable)		
3.	Earnest Money Deposit (EMD)		
4.	Bid Security Declaration		
5.	Copy of Incorporation/ Registration Certificate of the Bidder		
6.	Copy of PAN		
7.	Copy of GST		
8.	Copies of Income Tax Certificate for the last 3 (three) Financial years (2018-19,2019-20 & 2020-21) certified by CA		
9.	Copy of Valid EPF & ESI Certificate		
10.	Technical Bid duly filled in (Covering Letter, FORM-T1, T2 and T3)		
11.	Financial details of the bidder along with all the supportive documents such as copies of Income/ Expenditure statement and Balance Sheet for the last 3 years certified by CA		
12.	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
13.	List of completed/ on-going assignments of similar nature (past experience details) along with the copies of work orders for the respective assignments from the authorities		
14.	Undertaking for not have been black-listed by any Central/ State Govt./ any Autonomous bodies during the recent past (FORM-T2)		
15.	Undertaking for not having any police case pending against the bidder (FORM-T3)		
<b>FINANCIAL BID (ORIGINAL)</b>			
1.	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid (FORM-F1)		

It is to be ensured that:

- All information has been submitted as per the prescribed format only.
- Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.
- All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory (In full and initials): \_\_\_\_\_  
 Name and Designations with Date and Seal: \_\_\_\_\_

*h*

**LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING**

Tender No: \_\_\_\_\_/,

dated:

To,

The Project Director,  
DRDA, Gajapati

Subject: Authorization for attending bid opening.

Dear Sir,

I Shri \_\_\_\_\_ Director / Proprietor,  
M/S \_\_\_\_\_, the following persons  
are hereby authorized to attend the bid opening for the tender mentioned above on  
behalf of ..... (Bidder) to attending of bid opening  
on ..... (date) for Manpower Service for DPMU & Seven BPMU under DRDA,  
Gajapati in order of preference given below. (Tender no: \_\_\_\_\_)

Order of preference Name Specimen  
Signature

1.

2.

Or

Officer authorized to sign the bid  
Provider  
Documents on behalf of the bidder.

Signature of Manpower Service  
Authorized person

Signature of Manpower Service Provider  
Authorized person

**Note:**

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened, may be refused in case Authorization as prescribed above is not produced.

*L*

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

1. List of Manpower shortlisted by agency for deployment in District Rural Development Agency, Gajapati, 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.

Authorised Signatory

(In full and initials)

Name

Seal

Date:

Place:



**AGREEMENT**

This agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ between the Collector, Gajapati, here in 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 DRDA/Block Office;

And whereas the "Manpower Service Provider" 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" here by agrees with the "Authority" to provide personnel to be engaged as '\_\_\_\_' in the (name of the DRDA) \_\_\_\_\_ 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 One year from the date of executing order by the Service Provider

**IN WITNESS WHERE OF** 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 Manpower Service Provider/  
Officer authorized to sign on behalf of Manpower  
Service Provider

Signature of Collector, Gajapati

In the presence of witness:-

**Witness**

1. Name  
Address

2. Name  
Address

**Witness**

1. Name  
Address

2. Name  
Address