



DISTRICT RURAL DEVELOPMENT AGENCY, GAJAPATI
PARALAKHEMUNDI

Letter No. 4339 /DRDA

Dated: 29.11.2021

Tender Notice

Sealed tenders are invited from reputed Manpower Agencies / Service Providers to provide the services of MGNREGA Assistants, ACPs and DEOs for holding of MGNREGS related works in 07 Blocks and DRDA for a period of one year on contract basis. The engagement of Manpower Agencies / Service Provider Firm shall be made through two Bid systems i.e, Technical and Financial Bid separately. The Technically Quilified Manpower Agencies / Service Providers Firms only participate in the Financial Bid. For detail terms & condition visit: <http://www.gajapati.nic.in>

By order of Collector, Gajapati.


Project Director,
DRDA, Gajapati.

Tender Document
For the Post of
MGNREGA Assistants /
ACPs / DEOs
Under MGNREGS

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29/11/21



District Rural Development Agency, Gajapati

Panchayati Raj & Drinking Water Department,
Government of Odisha

Phone No: 06815-222420

E-Mail-ori-dgajapati@nic.in

No. 4331 /Date. 29.11.2021

TENDER NOTICE

Sealed tenders are invited from reputed Manpower Agencies/Service Providers to provide the services of **16 (Sixteen) nos. of MGNREGS Assistants @ 02 nos. per Block and 02 nos. for DRDA, 07 (Seven) nos. of Additional Computer Programmer (ACP) @ 01 no. per Block and 08 (Eight) nos. of Data Entry Operator (DEO) @ 01 no. per Block and 1 no. for DRDA** for handling of MGNREGS 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.gajapati.nic.in

1. Last date of receipt of Sealed Bid is on dt.17.12.2021 Upto 5:00 PM through Registered / Speed Post only.
2. Date and time for opening of
 - (i) Technical Bid : On dt. 18.12.2021 at 11:00 AM
 - (ii) Financial Bid : On dt. 18.12.2021 at 3:00 PM


Collector-cum-DPC,
MGNREGS, Gajapati.

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. The District Rural Development Agency, Gajapati requires the services of registered, well established and financially sound Manpower Service Providers to provide services of **16 (Sixteen) MGNREGS Assistants @ 02 per each Block and @ 02 per DRDA, 07 (Seven) Nos. of Additional Computer Programmer (ACP), 08 (Eight) Nos. @ 1 Per Block and 1 (One) Data Entry Operator (DEO) for DRDA on contract basis for day today official work under MGNREGS.**
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 DRDA, Gajapati for manpower persists at the time or may be curtailed/ terminated before the agreement period owing to deficiency in service or input manpower deployed by the selected service Provider or because of change in any terms and conditions by Government/DRDA, Gajapati. **The DRDA, Gajapati, however, reserves the right to terminate this initial contract at any time giving 15(fifteen) days' notice to the selected Service Provider.**
3. This DRDA has tentative requirement for **16 (Sixteen) MGNREGS Assistants @ 02 per each Block and @ 02 per DRDA, 07 (Seven) Additional Computer Programmer (ACP) @ 01 per Block and 1 (One) Data Entry Operator (DEO) for DRDA.** 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.36, 12,000/- (Rupees Thirty Six Lakhs Twelve thousand) only.**
5. The tender documents can be downloaded from the official web site of NIC, Gajapati i.e. **www.gajapati.nic.in**. The cost of tender paper is **Rs. 5000/- (Rupees Five Thousand) only (Non-refundable)** payable in shape of DD drawn in favour of Project Director, DRDA, Gajapati payable at any nationalized / scheduled bank at Paralakhemundi.
6. The interested Manpower Service Providers may submit the tender document complete in all respects along with **Earnest Money Deposit (EMD) of Rs.36,000/- (Rupees Thirty-Six Thousand) only** and other requisite documents through Registered / Speed Post only (any other mode will not be considered) by dt. **17.12.2021** up to 5:00PM in the following addresses:-

PROJECT DIRECTOR

DRDA, Gajapati

Paralakhemundi, 761200

7. Any tender documents received after due date i.e. **17.12.2021** will be out rightly rejected. DRDA, Gajapati will not be responsible for any postal delay.

8. The various crucial dates relating to **"Tender for providing Manpower Services to the District Rural Development Agency, Gajapati** is cited below.
- (a) Last date and time of receipt of the sealed Tender documents by Speed Post/
Registered Post: Dt. **17.12.2021** up to 5:00 PM.
- (b) Date and time for opening of
- (i) Technical Bid : dt. **18.12.2021** at **11:00 AM**
- (ii) Financial Bid: dt. **18.12.2021** at **3:00 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 District Rural Development Agency, Gajapati"** and **"Financial Bid for Providing Manpower Services to District Rural Development Agency, Gajapati**. Both sealed envelopes should be inserted in a third sealed envelope super scribing **"Tender for providing Manpower Services to District Rural Development Agency, Gajapati"**.
10. The Earnest Money Deposit (EMD) of Rs.36000/- (Rupees Thirty-Six 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 Project Director, District Rural Development Agency, Gajapati **failing which the tender shall summarily be rejected**.
11. The successful bidder will have to deposit a **Performance Security Deposit of Rs.1,80,000/- (Rupees one lakh eighty thousand only)** in the form of Time Deposit Receipt (TDR)/Bank Guarantee from any Nationalized Bank pledged in favour of **Project Director, District Rural Development Agency, Gajapati** 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:**
- Registration certificate of the applicants organization;
 - Copy of PAN/GIR Card;
 - Copies of the IT return for the last three Financial Years i.e.2018-19, 2019-20, 2020-21.
 - Copies of EPF and ESI Certificates;
 - 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; (2018-19, 2019-20, 2020-21)
- g) Computation of Income Statements for last three financial year's i.e. (2018-19, 2019-20, 2020-21) Certified by C.A.
- h) Bank Statement for last three financial years certified by the Bank Authority.
- i) Labour Registration Certificate/ Licence.

13. **The conditional bids shall not be considered and will be out rightly rejected in 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 initialed by the person authorized to sign the bid.
15. The Technical bids shall be opened on the scheduled date and time i.e. at **11.00 AM** on **dt. 18.12.2021** in the Office Chamber of the Project Director, District Rural Development Agency, Gajapati, 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 bidders will be opened whose Technical Bids are found to be in order. The Financial Bids shall be opened at **3.00PM** on **dt. 18.12.2021** in the office of Project Director, District Rural Development Agency, Gajapati 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-cum- CEO, ZP, Gajapati reserves the right to cancel any or all bids without assigning any reason.



TECHNICAL REQUIREMENTS FOR BIDDING FOR PROVIDING MANPOWER SERVICE

The bidder for providing man power service to DRDA, Gajapati should fulfill the following technical specifications:

1. The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of the Gajapati District. Documentary Proof in support of functioning of Registered Office/ Local Branch Office of the Service Provider within the Jurisdiction of Gajapati District must be attached.
2. Besides, if DRDA, Gajapati is procuring manpower for deployment in their filed office (s), the manpower service provider should provide the name, designation and contact number of the person to liaise with the said Filed Office(s).
3. They should be registered with the appropriate registration authority.
4. They should have at least two / three years' experience in providing manpower to State/ Central Government Departments /Public Sector Companies/ Banks etc.
5. They should have their own Bank Account.
6. They should be registered with Income Tax and Service Tax Department.
7. They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance etc.
8. They should have any other regulatory clearance (to be specified by the user DRDA, Gajapati) that may be required for providing man power services.
9. The Minimum annual turn-over of the company shall at least be 5 times of the expected annual contract value.
10. 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.
11. The agency should fulfill all the statutory provisions of Finance Department, Government of Odisha as stipulated from time to time. The rate quoted by the firm should be adequate enough to cover all the statutory dues of Government and should not be less than the rate allowed by Panchayati Raj and Drinking Water Department in this regard.
12. The selected firm is liable to comply with all the terms and conditions stipulated by Government from time to time during the agreement in force.
13. The Black listed Firm(s) shall out rightly be rejected. An under taking affidavit by bidder should be furnished that, their firm(s) have never been blacklisted in any district in shape of Non-Judicial Stamp of Rs. 10/-.



**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE
SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE DISTRICT RURAL
DEVELOPMENT AGENCY, GAJAPATI**

1. He / She should be within 18 years to 40 years of age as on the date of agreement. Weight age 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 **MGNREGA Assistants** shall be Graduation in any discipline with proficiency in Computers.
3. The minimum Educational Qualification for **Additional Computer Programmer** shall be Graduation in any discipline with PGDCA from any recognized University, OCAC or DOEACC shall be eligible for this engagement.
4. The minimum Educational Qualification for **Data Entry Operator** shall be Graduation in any discipline with proficiency in Computers.
5. 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.
6. The candidate having experience in **MGNREGS** related work shall be given preference.
7. The candidate shall have functional knowledge of English and Odia in Computer application.



APPLICATION-TECHNICAL BID

For Providing Manpower Services to District Rural Development Agency, Gajapati.

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 Turn over of the tendering **Manpower Service Provider** for the last three Financial Year: (Audit report for the year 2018-19 to 2020-21) Certified by the CA.



Financial Year	Annual Turn Over Amount (in lakhs)	Remarks, if any
2018-19		
2019-20		
2020-21		

13. Additional information, if any (Attach Separate Sheet if space provided is insufficient) :
14. IT returns for the financial year:-2018-19, 2019-20, 2020-21.
15. Labour Registration Certificate/ Affidavit/ undertaking that, if the firm gets selected Labour Registration Certificate from DLO, Gajapati shall be furnished within 15 days of issue of work order.
16. 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

17. 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 District Rural Development Agency, Gajapati.

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

Sl No	Manpower Type	Remuneration per month (In Rs.)	EPF (employer contribution)	ESI	Other Statutory dues, if any	Service Charge	GST	Amount per person	Total Person	Total amount
1	Additional Computer Programmer	10,000/-							07	
2	MGNREGS Assistant	10,000/-							16	
3	Data Entry Operator	8,880/-							08	

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 in to 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 selected 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.

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, then the priority will be given to the agency with higher experience in this field.

The Earnest Money Deposit (EMD) of Rs. 36,000/- (Rupees Thirty Six 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 renderer will have to deposit a Performance Security Deposit of Rs. 1,80,000/- (Rupees One Lakh Eighty Thousand) 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.

TERMS & CONDITION

1. The Agreement shall commence from and 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 up on 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 DRDA, Gajapati, at present, has tentative requirement of **16 (Sixteen) MGNREGS Assistants @ 2 per Block and @2 per DRDA, 7 (Seven) Nos. of Additional Computer Programmer (ACP) and 1 (One) no of Data Entry Operator (DEO) for Blocks and 1 (One) for DRDA.** The requirement of the DRDA, Gajapati, may further increase or decrease marginally, during the period of initial contract also and the tendered 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 DRDA, Gajapati, 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 PD, DRDA or Office of the Block Development Officers as may have been kept in charge of the Office Establishment of the Office concerned 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 DRDA, Gajapati, 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 DRDA/ Block offices shall be that of the Manpower Service Provider and the DRDA/ Block office concerned 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 DRDA, Gajapati 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, then 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 DRDA, Gajapati or any office concerned.
13. The Manpower Service Provider shall be solely responsible for redressal of grievance or resolution of disputes relating to person deployed. The DRDA, Gajapati 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 DRDA, Gajapati or office concerned and an Authorized representative of the Manpower Service Provider.
14. The DRDA, Gajapati 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 DRDA, Gajapati 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 DRDA, Gajapati or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the person deployed.

LEGAL

22. 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 met 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.
23. 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.
24. 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.
25. 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 guarantee 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.

26. 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 then 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.
27. 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.
28. 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 DRDA, Gajapati or office concerned shall have no liability in this regard.
29. The Manpower Service Provider shall be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the DRDA, Gajapati 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 DRDA, Gajapati or Office concerned.
30. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the DRDA, Gajapati or office concerned or any other authority under Law.
31. 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 DRDA, Gajapati or office concerned.
32. In case, the Manpower Service Provider fails to comply with any liability under appropriate Law and as result thereof, the DRDA, Gajapati or the office concerned is put to any loss /obligation, monetary or otherwise, the DRDA, Gajapati 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.

33. 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 DRDA, Gajapati 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 DRDA, Gajapati 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

34. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of Rs.36,000/- (Rupees Thirty six thousand) only refundable in the form of Time Deposit Receipt (TDR) pledged in favour of Project Director, District Rural Development Agency, Gajapati failing which the tender of the concerned agencies / firms shall be rejected out rightly.
35. 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.**
36. The successful tenderer shall have to deposit **a Performance Security Deposit of Rs. 1,80,000/-(Rupees One lakh eighty thousand)** only in the form of Time Deposit Receipt (TDR)/Bank Guarantee from any Nationalized Bank pledged in favour of Project Director District Rural Development Agency, Gajapati, Paralakhemundi 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 success full bidder.
37. 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.
38. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheets duly verified by the DRDA, Gajapati 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.
39. 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 DRDA, Gajapati or office concerned.

40. 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.
41. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
42. 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.
43. All disputes shall be under the jurisdiction of the District Civil court located at Gajapati in the District of Gajapati.
44. The successful bidder will enter in to an agreement with the Collector-cum-CEO, ZP, Gajapati for supply of suitable and qualified manpower as per requirement of the DRDA, Gajapati 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) Certified by CA.
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.36, 000/- (Rupees Thirty Six 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 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.



AGREEMENT

This agreement is made on this _____ day of _____ between the Governor of Odisha represented by _____, 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 _____/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" 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 _____.

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 officer authorized
To sign on behalf of Manpower and
for Service Provider
Odisha**

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

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 Manpower Service Provider and the Authority.
4. The Man power Service Provider shall not be allowed to transfer, assign, pledge or sub contract 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 DRDA, Gajapati 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 DRDA, Gajapati 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 DRDA, Gajapati 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 in discipline 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 Xerox copies 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 DRDA, Gajapati 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.


Collector-cum-DPC
MGNREGS Gajapati

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 document.
2. I have carefully read and understood all the terms and condition of the tender and under take 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:



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
Documents on behalf of the bidder.

Signature of Manpower Service Provider
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.



BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/ No)	Page No.
TECHNICAL BID (ORIGINAL)			
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)		
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		
15.	Undertaking for not having any police case pending against the bidder		
FINANCIAL BID (ORIGINAL)			
1.	Covering Letter in Bidders Letter Head		
2.	Duly filled in Financial Bid		

It is to be ensured that:

4. All information has been submitted as per the prescribed format only.
5. 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.
6. 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: _____



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:

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 NREGA Assts., ACPs and DEOs under MGNREGS for 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:

