

MODEL BIDDING/ TENDER DOCUMENTS
COLLECTORATE, GAJAPATI, PARALAKHEMUNDI
(Emergency Section)

* * *

No. 572

Dated: 03/04/2025

Tender Notice for award of contract for providing of services of Group-C Posts i.e Data Entry Operator-cum-IT Supporter for a period of one year w.e.f. 15.04.2025 to 31.03.2026.

Due to unavoidable circumstances the tender called on 11.03.2025 vide this office No.463 Dt.11.03.2025 has been cancelled and a fresh sealed tender are invited from reputed manpower agencies / service providers to provide the services of Group- C Posts i.e **Data Entry operator-cum-IT Supporter** for a period of one year **w.e.f. 15.04.2025 to 31.03.2026** through a suitable placement agency on contract basis for day to day official work.

The detailed information for outsourcing the service of aforesaid posts has been given in the Tender Document which may either be downloaded from the website **www.gajapati.odisha.gov.in** or obtained in person from the Emergency Section of Collectorate, Gajapati on any working day between 11 A.M to 4 P.M. The last date and time for submission of Tender document is **10th April,2025 (date) by 2.00 (time) P.M.**


Additional District Magistrate,
Gajapati

FINANCE DEPARTMENT

* * *

No. 49134(255) /F., dated

Bhubaneswar the 29.11.2010Bt.V-5/10

To

All Departments of
Government All Heads
of Departments
All Collectors.

Sub: Engagement of personnel through service providers in Government Officers/ organizations: Model Bidding Documents.

All Departments of Government were instructed vide F.D. Circular No. 32986 dt. 07.07.2008 to adopt uniform consolidated monthly remuneration for contractual employees in different Government establishment. It was laid down in the above circular that consolidated remuneration of contractual employees shall be the sum equivalent to the minimum of the pay scale admissible to the regular post against which such contractual engagement has been made on abolition of said regular post. On introduction of revised scale of pay, on the basis of recommendations of the 6th Central Pay Commission and the Fitment Committee, F.D. vide Circular No. 40545 dt. 29.8.2009, equated the contractual remuneration of such contractual employees to the minimum pay of the corresponding post in the revised scale of pay as per ORSP Rules, 2008.

2. Besides contractual employees engaged by State Government on abolition of corresponding post in regular scale of pay as per F.D. Circular No. 55764 dt. 31.12.2004 and newly created contractual posts for new offices, different Departments and subordinate offices of State Government have also been engaging outsiders through service providers, usually in the post of Data Entry Operator, Peon, Attendant, Watchman, Chowkidar and Driver. In F.D's Circular No. 4090 dt. 1.2.2010 it has been clarified that the cases of persons engaged on outsourcing basis shall not be covered under the circular dt. 7.7.2008 and 29.8.2009 of F.D. and shall be governed by the terms of contract with the service providers. Government have been receiving proposals from different Administrative Departments as well as representations from various persons engaged through manpower service providers for enhancement of their contractual wages which is being paid through the service provider. They have also been representing that the contractual remuneration which is being paid by Government to the service provider thereby exploiting their helplessness.

3. Considering such representation information was called for from different Departments regarding mode of awarding contract to the manpower service provider. It is seen that the manner of engagement / award of contract to manpower service provider for outsourcing of personnel

vary from offices to offices. There is no uniformity in the award of contracts as well as payment of legitimate dues to the persons so outsourced by the manpower service provider. This results in payment of low wages to the appointees who were engaged on outsourcing basis, though the service provider is paid adequately and as per agreement. There is also no embedded mechanism at present for ensuring quality of the manpower provided by the service providers.

4. The Government, after careful consideration, have been pleased to decide that henceforth all such contracts for engaging manpower through service providers shall be made through a transparent, competitive and fair procedure in order to secure best value for money. Accordingly, a model bidding / tender document as well as model agreement to be entered between the Authority and the Agency have been prepared and enclosed to this letter. It is mentioned that there are only model documents and the Departments may, if required, suitably customize it depending on their requirements of manpower. The EMD, performance Security Deposit etc. may also be determined by the concerned Department/Office following Government norms, if necessary. Henceforth all engagements of personnel in Government offices/organizations on outsourcing basis, through manpower service providers, shall be by a transparent and open tendering process.

-Sd/-

(J.K. Mohapatra)

Principal Secretary to Government

COLLECTORATE, GAJAPATI, PARALAKHEMUNDI

(Emergency Section)

Tender Document

For providing Services of Group-C Posts i.e. Data Entry Operator-cum-IT Supporter at DEOC, Gajapati to by a Private Manpower Service Provider

a	Period of issue of Tender Document	:	02 nd April ,2025 to 10 April ,2025
b	Date and time for submission of Tender Document	:	02.04.2025 11.00 A.M to 10.04.2025 by 02.00 (time) PM
c	Date and time for opening of		10 th April, 2025
	(i) Technical Bids	:	10.04.2025 at 05.00 P.M
	(ii) Financial Bids of eligible Bidders	:	10.04.2025 at 5.00 P.M
d	Likely date for commencement of deployment of required manpower	:	15.04.2025

CONTENTS OF TENDER DOCUMENT

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1.	Scope of work and general Instruction for service bidders	
2.	Technical specifications for the service provider and the manpower to be deployed in the Department by the service provider	
3.	Tender Application – Technical Bid	
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5.	Terms and Conditions	
6.	Chronological order for arrangement of documents	

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Collectorate, Gajapati requires the services of reputed, well established and financially sound Manpower Service Provides to provide services of **Group-C Posts i.e. Data Entry Operator-cum-IT Supporter for a period of one year w.e.f. 15.04.2025 to 31.03.2026** on contract basis for day to day official work.
2. The contract for providing the aforesaid manpower is likely to commence from the month of 15.04.2025 (date) and would continue till 31.03.2025 (date). The period of the contract may be further extended beyond April 2026 (date) provided the requirement of the Office for manpower persists at that time or may be curtailed/ terminated before April 2026 (date) owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the concerned Office's requirements. The District Office, however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service provider.
3. This Office has tentative requirement for 01 (one) Data Entry Operato-cum-IT Supporter. The requirements may increase/decrease in any/ all the categories.
4. The interested Manpower Service Providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of **Rs.5,000.00** and other requisite documents by 10.04.2025 (date) up to 02.00 (time) PM at Emergency Section, Collectorate, Gajapati.
5. The various crucial dates relating to **"Tender for Providing Manpower Services to DEOC, Collectorate, Gajapati"** are cited as under :

(a). Period of issue of Tender Document	:	02 nd April ,2025 to 10 April ,2025
(b). Date and time for submission of Tender Document	:	02.04.2025 11.00 A.M to 10.04.2025 by 02.00 (time) PM
(c). Date and time for opening of		10 th April, 2025
i. Technical Bid	:	10.04.2025 at 5.00 P.M
ii. Financial Bids of eligible Tenders and selection	:	10.04.2025 at 5.00 P.M
(d). Likely date for commencement of Deployment of required manpower	:	15.04.2025

6. The tender has been invited under **two bid system i.e. Technical Bid and Financial Bid**. The interested agencies are advised o submittwo separate sealed envelopes super scribing **"Technical Bid for Providing Manpower Services to DEOC, Collectorate, Gajapati"**. Both sealed envelopes should be kept in a third sealed envelope super scribing **"Tender for Providing Manpower Services to DEOC, Collectorate, Gajapati"**.

7. The Earnest Money Deposit (EMD) of Rs. **5,000.00** (Rupees **Five thousand** only), refundable (**without** interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft / Pay Order drawn in favour of Collector & District Magistrate, Gajapati **failing which the tender shall be rejected summarily.**
8. The tendering Manpower Service providers are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the State Governments/Central Government), along with the Technical Bid, **failing which their bids shall be summarily/ out right rejected and will not be considered any further:**
 - (a) Registration certificate of the applicant organization;
 - (b) Copy of PAN/ GIR card;
 - (c) Copy of the IT return filed for the last three financial years;
 - (d) Copies of EPF and ESI certificates;
 - (e) Copy of the Service Tax registration certificate;
 - (f) Certified extracts of the Bank Account containing transactions during last three years.
9. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**
10. All entries in tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the Cutting, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
11. The Technical bids shall be opened on the scheduled date and time at 5.00 PM on 10.04.2024 (date), in the Office of the Collectorate, Gajapati, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
12. The Financial Bid of only those tenders will be opened whose Technical bids are found in order. The Financial bids shall be opened at 5.00 PM on 10.04.2025 (date) in the Office of the Collectorate, Gajapati, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
13. The Competent Authority of the District Office, Gajapati reserves the right to cancel all bids without assigning any reason.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specifications:
 - (a) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of the user Department/Office. Besides, if the Department/ Head of Department/ Controlling Officer are procuring manpower for deployment in their Field Office(s), then the manpower service provider should provide the name, designation and contact number of the person to liaise with the said Field Office(s).
 - (b) They should be registered with the appropriate registration authority;
 - (c) They should have at least **two/three years** experience in providing manpower to Government Departments, Public Sector Companies/Banks etc;
 - (d) They should have their own Bank Account;
 - (e) They should be registered with Income Tax and Service Tax Departments;
 - (f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - (g) They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.
 - (h) Minimum turn-over requirement. (to be assessed by the Department/Office keeping in view the present contract)
 - (i) Execution of contracts of similar type (minimum value to be prescribed) during preceding 3 years of value equal or more than 60% of the estimated cost of the present contract.

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

1. She/he should be above 20 years of age and not exceeding 28 years.
2. The Minimum Educational Qualification for **Group-C Posts i.e. Data Entry Operator-cum-IT Supporter** will be Graduation with Computer Knowledge.
3. He/She should have experience above 5years.

APPLICATION – TECHNICAL BID
For Providing Manpower Services to DEOC,
Collectorate, Gajapati

1. Name of the Tendering Manpower Service Provider:-----
2. Details of Earnest Money Deposit: DD No. _____ date
_____ of Rs. _____ drawn on Bank _____

3. Name of Proprietor/ Partner/Director:

4. Full Address of Registered :

Telephone No. : _____ Fax No.: _____
E-Mail Address : _____

5. Full address of Operating/

Branch Office : _____

Telephone No. : _ Fax No. : _____
E-Mail Address : _____

6. Name & telephone no. of : _____
Authorised officer/ person to liaise with Field Office (s)

7. Bank of the Manpower Service Provider: _____
(Attach certified copy of statement of A/c for the last Three years) _____

Telephone Number: _____
of Banker

8. PAN/GIR No. : _____
(Attach attested Copy)

9. Service Tax Registration No. : _____

(Attach attested Copy) E.P.F. Registration No. : _____
(Attach attested Copy)

10 E.S.I. Registration No. : _____
(Attach attested Copy)

11. Financial turnover of the tendering **Manpower Service Provider** for the last 3 Financial years.

Financial Year	Amount (Rs. Lacks)	Remarks, if any
2021-22		
2022-23		
2023-24		

12. Additional information, if any:

(Attach separate sheet if space provided is insufficient)

13. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three 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. Lacks)	Duration of contract	
		Type of manpower provided	No.		From	to

14. Additional information, if any

(Attach separate sheet, if required)

Date:
Place:

Signature of authorized person

Name:
Seal:

DECLARATION

1. I, _____ Son/ Daughter/ _____/Wife of Shri _____ 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 conditions of the tender and undertake to abide by them;

3. The information/documents furnished along with the above 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 tender at any stage besides liabilities towards prosecution under appropriate law.

Date:
Place:

Signature of
authorized person
Full Name:
Seal:

APPLICATION – FINANCIAL BID
For Providing Manpower Assistance to Water Resources
Department

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

Sl. No.	Manpower Type	Monthly Rate per person						
		* Net Value #	Service charge	Sub Total (Net Taxable amount)	GST @18%	EPF* @13%	ESI* @3.25%	Gross Value**
		A	B	C (A+B)	D (on C)	E (on A)	F (on A)	G (C+D+E+F)
1.	Data Entry Operator-cum-IT Supporter							

Minimum take home remuneration per person should be **Rs. 14,900/-**
Data Entry Operator-cum-IT Supporter per month

Date:
Place

Signature of authorized person

Full Name:
Seal:

Notes:

1. The total quoted rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
2. 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.

TERMS & CONDITIONS

GENERAL

1. The Agreement shall commence from 15.04.2025 (date) and 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 31.03.2025 (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 some additions/ deletions /modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The Department, at present has tentative requirement of 01 (one) Data Entry Operator-cum-IT Supporter on urgent basis. The requirement of the Department may further increase or decrease marginally, during the period of initial contract also and the provider would have to provide additional manpower services, if required on the same terms and conditions.
6. 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 a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
8. The persons deployed shall be required to report for work at 10.00 AM to the ADM, Gajapati as per their assignment or such other Officer as may have been kept in charge of the Office Emergency of the office concerned and would leave at 5.30 P.M. and may also be required to work beyond 5.30 PM 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.

9. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with Collectorate, Gajapati so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower services deployed in the Department or Office concerned shall be that of the Manpower Service Provider and the Department or Office concerned will in no way be liable. 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 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 Department or Office concerned.
11. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & 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 Department 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. The Department/ 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 grievance before a Joint Committee consisting of a representative of the Department of Office concerned and an Authorized representative of the Manpower Service provider.
13. The Department 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 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.
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 office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.

17. The Manpower Service Provider must be registered with the 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 is any, at his own part and cost.*
18. 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.
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 Department or office concerned. The Manpower Service provider shall be responsible for any act of indiscipline on the part of the persons deployed.

LEGAL

21. 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.
22. 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 Department or office concerned. The Department or office concerned 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 Department or office concerned to 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 the Department or office concerned.
24. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Department or office concerned or any other authority under Law.

25. The Tax deduction at Source (T.D.S.) 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 the Department or office concerned.
26. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Department or the office concerned is put to any loss/ obligation, monetary or otherwise, the Department or the office concerned will be entitled to get itself reimbursed out of the 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. The Department 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 authorities. If any loss or damage is caused to the Department or Office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

FINANCIAL

28. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest, of (Rupees 0.5% of the contract value) in the form of Demand Draft/ pay Order drawn in favour of Collector & District Magistrate, Gajapati **failing which the tender shall be rejected out rightly.**
29. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second competitive stage) shall be returned to them without any interest. **In case of successful tenderer 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.**
30. 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.
31. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Department or Office concerned 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.

32. 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 Department or Office concerned.
33. 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 bill in the succeeding month.
34. 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.
35. 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.
36. 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.
37. The successful bidder will enter into an agreement with this Office for supply of suitable and qualified manpower as per requirement of this Office on the above terms and conditions.

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application – Technical Bid;
2. Attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last three years;
4. Attested copy of PAN/GIR Card;
5. Attested copy of the latest IT return filed by agency;
6. Attested copy of Service Tax registration certificate;
7. Attested copy of the P.F. registration letter/ certificate;
8. Attested copy of the E.S.I. registration letter/ certificate;
9. Certificate documents in support of the Financial turnover of the agency;
10. Certificate documents in support of entries in column 13 of Technical Bid application;
11. Copy of the terms and conditions at pagesin Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

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

1. List of Manpower short listed by agency for deployment in DEOC, Collectorate, Gajapati of this district, containing full details i.e. date of birth, marital status, address, educational qualification etc.
2. Bio-data of all persons.
3. Any other document considered relevant.