

ଜିଲ୍ଲା ସମୀକ୍ଷା କାର୍ଯ୍ୟାଳୟ, ସ୍ଥାନୀୟ ପାଣି ସମୀକ୍ଷା, ଗଜପତି, ପାରଳାଖେମୁଣ୍ଡି
**DISTRICT AUDIT OFFICE, LOCAL FUND AUDIT, GAJAPATI,
PARALAKHEMUNDI**

Phone No.: 06815-222015; Email: daogajapati@gmail.com

No. 2014 Date: 16/09/2025

**TENDER NOTICE INVITING REQUEST FOR PROPOSAL (RFP) FOR SELECTION &
HIRING OF MANPOWER SERVICE PROVIDER ON OUTSOURCING BASIS FOR
DISTRICT AUDIT OFFICE, LOCAL FUND AUDIT, GAJAPATI, ODISHA.**

Sealed tenders are invited for selection of Regd. Agency/ Firm/ Manpower Service Provider for providing manpower to the District Audit Office, Local Fund Audit, Gajapati, Odisha in conformity with the terms & conditions of the detailed RFP notice in two sealed covers (Technical & Financial Proposal) from intending applicants fulfilling the terms of eligibility laid down in the RFP document. Please refer to the website: <https://Gajapati.odisha.gov.in/> or contact daogajapati@gmail.com for obtaining complete details and downloading the document. The last date and time of submission of tender (Technical & Financial) to the District Audit Officer, Local Fund Audit, Gajapati-761200 is 09.10.2025 till 03:00 PM. The RFP should reach the District Audit Officer, Local Fund Audit, Gajapati-761200 through Speed Post / Registered Post / Courier Service. Any other mode of submission of RFP will be out rightly rejected. For any queries related to this RFP, please write to daogajapati@gmail.com

District Audit Officer
LFA Gajapati

Memo No. 2015 Date: 16/09/2025

Copy forwarded to the Advertising Manager, the Samaj with a request to get the notice published in the Odia Daily news paper and submit credit bill as per the prescribed rate fixed by I & PR Deptt. Govt. of Odisha, Bhubaneswar along with relevant news paper containing the advertisement for necessary payment.

District Audit Officer
LFA Gajapati

Memo No. 2016 Date: 16/09/2025

Copy submitted to the ADM, Gajapati for kind information with the request for web hosting of the advertisement and tender call details in the website <https://Gajapati.odisha.gov.in/> for information of the stakeholders.

District Audit Officer
LFA Gajapati

Memo No. 2017 Date: 16/09/2025

Copy submitted to Director, Local Fund Audit, Odisha, Bhubaneswar for kind information with reference to DLFA letter No.4986 dated 10.09.2025

District Audit Officer
LFA Gajapati

**NOTICE INVITING REQUEST FOR PROPOSAL (RFP)
FOR HIRING OF MANPOWER SERVICE PROVIDER ON OUTSOURCING BASIS FOR
DAO, LFA, GAJAPATI**

District Audit Officer, Local Fund Audit, Gajapati, Odisha invites REQUEST FOR PROPOSAL (RFP) in sealed applications in two covers system i.e. Technical & Financial Proposal in confirmation with the detailed RFP notice from qualified, experienced and financially sound Regd. Agency/Regd. Firm/ Manpower provider contractors/Manpower providing agency on outsourcing basis to provide manpower to District Audit Office, Local Fund Audit, Gajapati having valid license registration certificate, GST, PAN, income Tax Clearance Certificate in confirmation with the terms and conditions from intending applicants fulfilling the eligibility criteria and other qualifying requirement. The details of terms and conditions, other requirements & downloading the document may be referred in the website: <https://Gajapati.odisha.gov.in/> or by writing to us via e-mail daogajapati@gmail.com

Brief Description and Details of the Assignment

| Sl No. | Scope of Work | Earnest Money Deposit (EMD) |
|---|---|---|
| 1 | Selection & Hiring of Regd. Agency/ Regd. Firm/ Regd. Manpower Service provider for providing Manpower to District Audit Office, Local Fund Audit, Gajapati, Odisha on outsourcing basis. | ₹ 4500 (Rupees Four Thousand Five Hundred) (Refundable without interest) |
| Last Date & Time of receipt of Technical & Financial Bid: 09.10.2025 (3.00 PM) | | |
| Name & Address of the Office: District Audit Office, Local Fund Audit, Gajapati, At- Paralakhemundi, Dist - Gajapati, Odisha-761200. E-mail: daogajapati@gmail.com | | |
| Contact and other documents may be seen in the website: https://Gajapati.odisha.gov.in/ | | |

Section - I

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The District Audit Officer, Local Fund Audit, Gajapati, Odisha requires the services of registered, well established, and financially sound Manpower Service Providers to provide services of the personnel (As mentioned in Point-3) on outsourcing basis for day-to-day official work of District Audit Office, Local Fund Audit, Gajapati, Odisha.
2. The contract for providing the aforesaid manpower is likely to commence from the date of execution of agreement on non-judicial stamp paper between the service provider and the authority which will remain valid for a period of one year and can be further extended mutually. The authority, however reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. The District Audit Officer, Local Fund Audit, Gajapati, Odisha has the requirements of the manpower as specified below & may undergo modification as per requirement of Project.

| <u>Sl No.</u> | <u>Position</u> | <u>Required Manpower (in Nos.)</u> |
|---------------|----------------------|------------------------------------|
| 1 | Watchman-cum-Sweeper | 01 (One) |
| | Total | 01 (One) |

The eligible bidders having the capability of providing above type of manpower on outsourcing basis as per the prescribed technical parameters in the tender document are allowed to participate in the selection process. Part bids will not be taken into consideration.

4. The proposal shall remain valid for a period not less than 120 days after the last date of submission of RFP.
5. The interested Manpower Service Providers may submit the Technical Proposal (Technical Bid) & Financial Proposal (Financial Bid) by **Regd. Post/Speed Post/Courier Service only**, complete in all respects along with Tender Document Cost of ₹ 1,000/- (Rs One Thousand Only) in shape of Bank draft/ Demand Draft, Earnest Money Deposit (EMD) of ₹ 4500/- (Rupees Four Thousand Five Hundred Only) in shape of Bank draft/ Demand Draft/ Pay Order in favour of " District Audit Officer, Local Fund Audit, Gajapati" payable at Paralakhemundi, Gajapati from any Nationalized/ Scheduled Bank and other requisite documents in the office of the District Audit Officer, Local Fund Audit, Gajapati, Odisha. The last date of receipt of technical and financial proposal by District Audit Officer, Local Fund Audit, Gajapati, Odisha is 09.10.2025 (3.00 PM). Any tender received after the due date & time will be rejected. The authority will not be responsible for any postal delay. Email/ Hand delivery/ Late Bids will be summarily rejected.

CONTENT OF RFP DOCUMENT

| Sl No. | Section | Description of Contents | Page Number |
|--------|-----------------|--|-------------|
| 1 | Section-I | Scope of work and general instructions for bidders | 3-6 |
| 2 | Section-II(A&B) | Technical requirements for the tendering manpower service provider | 7-8 |
| 3 | Section-III | Tender Application- Technical Bid | 9-11 |
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| 8 | Section-VIII | Declaration (Annexure - II) | 28 |
| 9 | Section-IX | Authorization Letter Format (Annexure-III) | 29 |

The various crucial dates relating to above tender are cited as under:

| | | |
|---|--|---|
| A | Last date & time of submission of Tender Document | 09.10.2025 (3:00 PM) |
| B | Date & Time of opening of Technical Proposal | 09.10.2025 (4:00PM onwards) |
| C | Date & time for opening of financial proposal of eligible applicants & selection | Will be declared & intimated to those bidders who will qualify in technical bid |

N.B: In the event of the date being declared as a holiday for Government of Odisha, the due date of submission of bids and opening of bids will be the next working day.

6. The tender has been invited under 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 Audit Officer, Local Fund Audit, Gajapati, Odisha "and "Financial Bid for Providing Manpower Services to District Audit Officer, Local Fund Audit, Gajapati, Odisha". Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Providing Manpower Services to District Audit Officer, Local Fund Audit, Gajapati, Odisha ".

7. The Earnest Money Deposit (EMD) of ₹ 4500/- (Rupees Four Thousand Five Hundred Only) refundable (without interest), should be necessarily accompanied with the Technical Bid in shape of Demand Draft/ Bank Draft in favour of " District Audit Officer, Local Fund Audit, Gajapati" from any Nationalized/ Scheduled Bank payable at "Paralakhemundi, Gajapati" failing which the tender shall be rejected summarily.
8. The successful bidder will have to deposit a Performance Security deposit (5% of annual Contract Value) in the shape of Bank Guarantee/Demand Draft/fixed deposit from any Nationalized Bank in favour of " District Audit Officer, Local Fund Audit, Gajapati, Odisha, payable at Paralakhemundi, Gajapati" covering the contract period of one year. In addition, the Performance Security Deposit should remain valid for an additional period of Sixty days (60 days) beyond the date of completion of contract for completion of all contractual obligations of the supplier (Manpower Service Provider) including warranty obligations. In case, the contract is further extended beyond the initial period of One Year, the Bank Guarantee/ Demand Draft/ fixed deposit will have to be accordingly renewed by the successful bidder including additional 60 days of performance security deposit to complete all contractual obligations.
9. The tendering Manpower Service providers are required to enclose certified / attested photocopies of the following documents along with Technical Bid, failing which their bids shall be summarily/ out rightly rejected and will not be considered any further:
 - a) The Company must be an ISO (9001-2015) certified.
 - b) Tender Document Cost of ₹1000/- (Rupees One Thousand) in shape of Bank draft/ Demand Draft.
 - c) Attested copy of registration certificate of the bidder's organization with Labour Department, Government of Odisha.
 - d) Attested copy of PAN & GST.
 - e) Attested copies of the IT return filed for the last three financial years.
 - f) Attested copy of the registration certificate of EPF certificate.
 - g) Attested copy of the registration certificate of ESI certificate.
 - h) Certified extracts of the Bank Account containing transactions during last three years.
 - i) Tender/RFP document Reference No. 2014 /LFA-GJP dtd. 16-09-2025 with proof of payment of cost of Tender/RFP.
 - j) Attested copies of Work Orders of similar assignments along with the certificates of successful performance issued by the concerned authority/ executing agency.
 - k) Net worth of bidder should be 10 (ten) lakhs with duly certified by CA.

10. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
 11. The Tendering firms' /Agencies/ companies should not have been derecognized/ blacklisted by any State Government/ Government of India/ Union Territory/ Government organization. The bidder who has been blacklisted will not be considered.
 12. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet may be attached duly signed by the authorized signatory.
 13. The Technical bids shall be opened on the scheduled date and time as mentioned above in the office of the District Audit Officer, Local Fund Audit, Gajapati, Odisha by the authorized representative/s of the District Audit Officer, Local Fund Audit, Gajapati, Odisha in the presence of the bidders or their authorized representative, who wish to be present on the spot at that time.
 14. The Financial Bid of only those bidders will be opened whose technical bids are evaluated & found eligible. The date of opening of financial bids will be intimated to the bidders in due course by the District Audit Officer, Local Fund Audit, Gajapati, Odisha to remain present at that time of opening.
 15. The bidder with lowest evaluated financial bid (L1) would be considered for award of contract. In case, the lowest bidder (L1) is disqualified after selection for any reason then negotiations will be made with the second lowest (L2) bidder for award of the contract at (L1) price. However, the decision of the authority will be final during the finalization stage.
 16. In case, the service charges quoted by one or more than one technically qualified bidder remains the same and tied up, then L1 shall be selected through a transparent system of lottery.
 17. The monthly remuneration structure of proposed outsourced positions (Point-3 of Section - I) expected to be provided by the successful bidder to be quoted as per Resolution No. 7982/GAD dated 07.03.2024 of G.A.& P.G. Dept. (O). The service charges of the expected Manpower Service Provider shall not be less than the minimum rate as per the latest guidelines of Government of Odisha declared for outsourcing agencies and shall include all statutory obligations. The minimum service charge shall be 3.85% (3% profit plus transaction charge)
 18. The Service provider shall be liable for all kinds of dues payable in respect of the personnel provided under the contract and the government/ District Audit Officer, Local Fund Audit, Gajapati shall not be liable for any dues for availing the services of the personnel.
 19. The monthly bills will not be released until the service provider produces proof of up-to-date payment of monthly remuneration, EPF, ESI contribution etc.to the outsourced manpower.
 20. The Authority reserves the right to reject all bids/ terminate the tender process without assigning any reason thereof.
- 

Section-II (A)

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

The tendering manpower service provider should fulfill the following technical specifications:

- (a) The Man power Service Providing Agency should be an ISO (9001-2015) Certified.
- (b) The registered office or one of the branch offices of the manpower Service Provider should be located within the jurisdiction at Gajapati. Besides if the Department /Head of Department/Controlling officer are procuring manpower for deployment in their Field offices, then the manpower service provider should provide the name, designation and contact number of the person to liaise with the said Field Offices (s).
- (c) They should be registered with the appropriate registration authority.
- (d) They should have at least three years prior experience in providing manpower to Government Departments of Odisha, Public Sector Companies or Banks, etc.
- (e) They should have their own Bank Account.
- (f) They should be registered with appropriate authority under Labour & E.S.I. Department.
- (g) They should be registered under GST Act as Manpower Recruitment or Supply Agency
- (h) They should be registered with Income Tax Department.
- (i) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts & Rules.
- (j) They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.
- (k) The Tendering firms should have average annual turnover of Rs.50 (fifty) lakh or more for last three financial years (2021-22, 2022-23 & 2023-24) shall be eligible to participate in the tendering process.
- (l) They should submit the attested copies of Audit certificates for last preceding 3 (three) (i.e. (2021-22, 2022-23 & 2023-24) years duly signed by the Auditor/ Chartered Accountant with the bid documents.
- (m) Execution of contracts of similar type (Outsourcing agency for supply of manpower to various departments of GoO/Gol/PSU/ Banks etc.) during preceding 5 years.
- (n) Notarized Affidavit exhibiting that The Tendering firms should not have been derecognized/blacklisted by any State Government/ Government of India/ Union Territory/Government organizations
- (o) They should submit along with the RFP a Demand Draft/Bank Draft amounting to ₹ 1000/- (Rs. One Thousand) in favour of District Audit Officer, Local Fund Audit, Gajapati towards Tender Document Cost.
- (p) They should submit a non-bankrupting certificate issued by a judicial paper.
- (q) The bidding agency should have the Registered Office in Odisha for at least 05 (Five) years.

SECTION-II (B)

**TECHNICAL REQUIREMENTS FOR PROPOSED MANPOWER TO BE DEPLOYED BY
SUCCESSFUL MANPOWER SERVICE PROVIDER AT THE DISTRICT AUDIT OFFICE,
LOCAL FUND AUDIT, GAJAPATI**

| <u>Sl. No.</u> | <u>Manpower</u> | <u>Requirement</u> | <u>Age (in years)</u> | <u>Qualification & Experience</u> |
|-----------------------|------------------------|---------------------------|------------------------------|--|
| 1 | Watchman-cum-Sweeper | 01 No | 21-42 | 10 th Std. Pass. The candidate should be physically fit, well behaved & hospitable. |

N.B.: The ToRs for the positions mentioned above may be referred below

Position No. 1 (ToR for Watchman-cum-Sweeper)

| |
|---|
| <u>I. Educational Qualification / Job Description</u> |
| A Semi-skilled candidate with quantities background for the position of Watchman-cum-Sweeper |
| <u>II. Functions/Key results expected</u> |
| <ul style="list-style-type: none">• Security of the Office Building at night time.• Carrying out instructions of higher authority as & when required.• Sweeping & Mopping of the rooms in office building.• Cleaning of washrooms. |

Section -III

TENDER APPLICATION (TECHNICAL BID)
FOR PROVIDING MANPOWER SERVICES TO THE DISTRICT AUDIT OFFICE,
LOCAL FUND AUDIT, GAJAPATI

| | | |
|----|--|---|
| 1 | Name of Tendering Manpower Service provider | |
| 2 | Details of Earnest Money Deposit | DD No. _____ Date _____ Amount ₹ _____ Drawn on Bank _____ |
| 3 | Name of Proprietor/Partner / Principal | |
| 4 | Full Address of Registered Office | |
| 5 | Full Address of Operating/Branch Office | Telephone No. _____ Mobile _____ E-mail Address _____ |
| 6 | Name & contact no. of Authorized person to liaise with field office | Telephone No. _____ Mobile _____ E-mail Address _____ |
| 7 | Banker of the Manpower service provider | |
| | (Attached certified copy of statement of A/c for the preceding 03 FYs) | Contact No. of banker _____ E-mail of banker _____ |
| 8 | Labour Dept. Registration No. (Attached attested copy) | |
| 9 | PAN (Attached attested copy) | |
| 10 | Service Tax Registration No. (Attached attested copy) | |

| 11 | EPF Registration No. (Attached attested copy) | | | | | |
|---------------------------------------|---|----------------------------|--------------------|--------------------------------|----------------------|----|
| 12 | ESI Registration No. (Attached attested copy) | | | | | |
| 13 | Financial turnover of the tendering manpower service provider for the last 3 Financial Year | Financial Year | Amount (in ₹ lakh) | | Remark, if any. | |
| | | | | | | |
| | | | | | | |
| 14 | 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 & attested) | | | | | |
| Sl No. | Name of client, address, contact No. & e-mail ID | Manpower service provider | | Amount of contract (₹ in lakh) | Duration of contract | |
| | | Types of manpower provided | No. | | From | To |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 15 | Additional information, if any (Attach separate sheet, if required) | | | | | |
| Signature of authorized person | | | | | | |
| | Date | Name | | | | |
| | Place | Seal | | | | |

DECLARATION

| | | |
|---|--|-------------|
| 1 | I, _____, Son/Daughter/Wife of Shri _____ proprietor/Director/Authorized signatory of the service provider agency and I am competent to sign this declaration & execute this tender document | |
| 2 | I have carefully read & understood all the terms & 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/our tender at any stage besides liabilities towards prosecution under appropriate law. | |
| | Signature of authorized person | |
| | Date | Name |
| | Place | Seal |

Section -IV

APPLICATION FINANCIAL BID

FOR PROVIDING MANPOWER TO DISTRICT AUDIT OFFICE,
LOCAL FUND AUDIT, GAJAPATI.

Name of tendering Manpower Service Provider: _____

1. Rate as per position per month (8 hours per day) as per Resolution No 7982/GAD dated 07 03.2024 of G.A.& P G Dept. (O) Incl. of all statutory liabilities taxes levies, cess etc. Minimum service charges should not be less than the latest guidelines of Govt. of Odisha for Outsourcing Agencies.

| Sl No. | Manpower Type | Minimum monthly remuneration (As per rationalization committee) | EPF | ESI | Other statutory dues, if any | Service charges by the bidder | Total No. of positions | Total cost (in ₹) |
|--------|----------------------|---|-----|-----|------------------------------|-------------------------------|------------------------|-------------------|
| 1 | Watchman-cum-Sweeper | | | | | | 01 | |

Monthly remuneration of the outsourced personnel should not be less than the rate fixed by the Resolution No 7982/GAD dated 07 03.2024 of G.A.& P G Dept. (O) Incl. of all statutory obligations.

Signature & seal of the authorized person

Date:

Place:

Full Name:

Notes:

1. The total rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract & fixed for the period of contract. No escalation shall be allowed under any circumstances.
2. The bidders quoted with lowest evaluated monthly charges for the required manpower will be awarded with contract with consideration of minimum service charges as per the latest guidelines of Govt. of Odisha for outsourcing agencies. In case the service charge quoted by one or more eligible bidders are same, the agency having highest annual average turnover of last 3 years (2021-22, 2022- 23 & 2023-24) shall be preferred for award of this contract.
3. The payment shall be made on conclusion of the calendar month only on the basis of numbers of working days for which duty has been performed by each manpower as per the actual,
4. The contribution towards EPF & ESI shall be additionally charged by the service provider in addition to the monthly fixed remuneration of the person engaged during submission of invoice to DAO, LFA, Gajapati.
5. The bidders should not quote unreasonable service charges. In no such cases, the Agency should not quote the Service Charges as 'NIL'.
6. The Manpower Service Provider Agency shall not ask for any unauthorized amount from the human resource to be deployed by the agency either before placement of human resource or post placement of human resource for this assignment directly or indirectly. If such cases are proved with evidence during delivery of this assignment by the Manpower Service Provider Agency to District Audit Office, Local Fund Audit, Gajapati it may lead to termination of the contract with the Service Provider Agency by District Audit Officer, Local Fund Audit, Gajapati without giving any notice period.
7. The minimum take home pay of the outsourced employee should include employee's share of EPF & ESI but excludes employer's share of EPF & ESI.

Section -V

TERMS AND CONDITIONS FOR PROVIDING MANPOWER SERVICES TO DISTRICT AUDIT OFFICE,
LOCAL FUND AUDIT, GAJAPATI, ODISHA.

GENERAL

1. The agreement shall commence from the date of execution of contract with the selected Manpower Service Provider Agency and will be valid for a period of 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 expire on completion of one year unless extended further by the mutual consent of the Manpower Service Provider and the District Audit Officer, Local Fund Audit, Gajapati.
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 District Audit Officer, Local Fund Audit, Gajapati.
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 it may be called without the prior written consent of the District Audit Officer, Local Fund Audit, Gajapati.
5. The District Audit Officer, Local Fund Audit, Gajapati, at present, has tentative requirement of different Manpower as per Annexure-I on urgent basis. The requirement of the authority may further increase or decrease, during the period of initial contract also and the qualified bidder 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 District Audit Officer, Local Fund Audit, Gajapati reserves the right to terminate the agreement during the period of contract by giving 15 days prior notice to the Manpower Service Provider.
8. The person deployed shall be required to report for duty at the District Audit Office, Local Fund Audit, Gajapati, Odisha to discharge his/her duties as indicated in the Functions/Key results expected in Section-II (B). 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 outsourced manpower to be deployed by the Manpower Service Provider to The District Audit Officer, Local Fund Audit, Gajapati are entitled for special leave of maximum 12 (twelve) days with prior approval of the authority during engagement period of one year as per office memorandum No. 30794 dated 06.11.2021 of Finance Department, Govt. of Odisha.

10. The Manpower Service Provider to ensure timely payment of monthly remuneration to the deployed staff as per the latest guidelines of Govt. of Odisha.

11. The Manpower Service Provider Agency shall not ask for any unauthorized amount from the human resource to be deployed by the agency either before placement of human resource or post placement of human resource for this assignment directly or indirectly. If such cases are observed/proved/reported by the deployed personnel with evidence during delivery of this assignment by the Manpower Service Provider Agency to the District Audit Office, Local Fund Audit, Gajapati it may lead to termination of the contract with the Service Provider Agency by the District Audit Officer, Local Fund Audit, Gajapati without giving any notice period.

12. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the District Audit Officer, Local Fund Audit, Gajapati so that optimal services of the persons deployed could be availed without any disruption.

13. The entire financial liability in respect of manpower services deployed in The District Audit Office, Local Fund Audit, Gajapati shall be such that the District Audit Officer, Local Fund Audit, Gajapati 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 and adduce such evidence as may be required by the District Audit Officer, Local Fund Audit, Gajapati.

14. 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 District Audit Officer, Local Fund Audit, Gajapati.

15. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The District Audit Officer, Local Fund Audit, 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 District Audit Officer, Local Fund Audit, Gajapati and an authorized representative of the Manpower Service Provider.

16. The District Audit Officer, Local Fund Audit, 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.

17. 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.

18. 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.

19. 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.***

20. The Manpower Service Provider must be registered with the concerned Government Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., & Service Tax and copies of the registration certificates should be submitted.

21. The Manpower Service Provider shall provide a substitute manpower in time if there occurs any probability of the person leaving the job due to his 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 and other statutory dues, wherever applicable.

22. The persons deployed by the Manpower Service Provider should have good police records and no criminal case pending against them.

23. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote goodwill 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

24. 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.

25. 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 District Audit Office, Local Fund Audit, Gajapati.

26. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to The District Audit Officer, Local Fund Audit, Gajapati 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 District Audit Officer, Local Fund Audit, Gajapati.

27. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the District Audit Officer, Local Fund Audit, Gajapati and any other authority under Law.

28. 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.

29. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the District Audit Office, Local Fund Audit, Gajapati is put to any loss/ obligation, monetary or otherwise, The District Audit Officer, Local Fund Audit, Gajapati 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.

30. 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.

31. The District Audit Officer, Local Fund Audit, Gajapati 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 District Audit Office, Local Fund Audit, Gajapati by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

FINANCIAL

32. The Technical Bid must be accompanied with an Earnest Money Deposit (EMD), ₹4500/- (Rupees Four Thousand Five Hundred Only) refundable without interest in the form of Demand /Bank Draft drawn in favour of District Audit Officer, Local Fund Audit, Gajapati failing which the tender shall be rejected out rightly.

33. The Earnest Money Deposit (EMD) in respect of the agencies which does not qualify for opening of Financial Bid (Second Competitive stage) shall be returned to them without any interest. In case of successful bidder, 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.

34. Performance security shall be 5% of Annual Contract Value. The successful bidder shall deposit the Performance deposit in the form of Bank Guarantee/DD/ fixed deposit from only Nationalized Bank drawn in favour of " District Audit Officer, Local Fund Audit, Gajapati " payable at Gajapati covering the period of the contract period of 1 years and two more months beyond one year contract during completion of the assignment. In case, the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful bidder with 14 months Performance Security Deposit.

35. 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.

36. A) The Manpower Service Provider shall raise the bill, in duplicate, along with attendance sheet duly verified by the District Audit Officer, Local Fund Audit, Gajapati 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 tentatively be released by the second week of the succeeding month.

B) 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 District Audit Officer, Local Fund Audit, Gajapati.

37. The amount of penalty calculated @ ₹ 100/- per day on account of delay. if any, in providing a suitable substitute for the period beyond seven working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.

38. 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

39. All disputes shall be under the jurisdiction of the court at the Gajapati.

The successful bidder will enter into an agreement with District Audit Officer, Local Fund Audit, Gajapati, Odisha for supply of suitable and qualified manpower as per requirement, terms & conditions.



Section -VI

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application Technical Bid.
2. Tender Document Cost amounting to ₹ 1000/- (including GST) in shape of Demand/ Bank in favour of the District Audit Officer, Local Fund Audit, Gajapati.
3. Attested copy of the Registration Certificate
4. Attested Copy of ISO (9001-2015) Certificate.
5. Attested copy of registration certificate of the bidder's organization with Labour Department, Government of Odisha;
6. Attested copy of PAN Card.
7. Attested copy of valid GST.
8. Attested copies of the IT return filed by agency for the last three financial years.
9. Attested copy of the registration certificate of EPF certificate.
10. Attested copy of the registration certificate of ESI Certificate.
11. Attested copy of the Service Tax registration certificate as Manpower Recruitment Agency.
12. Attested copy of the registration certificate issued by Home Department, Govt. of Odisha for providing Security Guards.
13. Certified extracts of the Bank Account containing transactions during last three years (2022-23, 2023-24 & 2024-25).
14. Attested copies of Work Orders of similar assignments along with the certificates of successful performance issued by the concerned authority/ executing agency.
15. Certified documents of Audit Certificate in support of the financial turnover of the agency.
16. Certified documents in support of entries made against Technical Bid application.
17. Copy of the terms and conditions in the tender document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
18. Authorization Letter.
19. Bank Solvency Certificate.
20. Declaration in shape of an affidavit before the Executive Magistrate as per Annexure- III & Annexure-II(A)
21. The RFP of those Bidders will be out rightly rejected in case any / all the documents as called for are not submitted along with the proposal.

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

List of Manpower (as per Annexure -1) shortlisted and proposed by the agency for deployment in the District Audit Office, Local Fund Audit, Gajapati containing full details i.e. date of birth, marital status, complete address, educational qualification, experience, contact and communication details etc.

1. Bio-data/CV of all persons
2. Identity Proof
3. PAN Card
4. Police verification regarding character antecedent



SECTION-VII (FORM OF AGREEMENT)

ANNEXURE-I

This Agreement is made on this _____ day of _____ Between District Audit Officer, Local Fund Audit, Gajapati, here-in-after referred to as the "Authority" which expression shall, where the context so requires or admits, also includes 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 services of "different types of Manpower as per Annexure - I" are required in **DISTRICT AUDIT OFFICE, LOCAL FUND AUDIT, GAJAPATI, ODISHA.**

And whereas the "Manpower Service Provider" has offered its willingness to the same in conformity with the Provisions 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 -A containing the Terms and Conditions shall be deemed to form and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the "Authority" to the "Manpower Service Provider", the "Manpower Service Provider" hereby agrees with the "Authority" to provide personnel to be engaged as "Annexure -I" in the District Audit Office, Local Fund Audit, Gajapati, Odisha 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 for one year from the date of execution

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

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

Signature of the Authority
An officer acting in the premises
for & behalf of DAO, LFA, Gajapati

In the presence of witness -

1. Witness

Witness

Name:.....

Name:.....

Address:.....

Address:.....

2.

Name:.....

Name:.....

Address:.....

Address:.....

TERMS & CONDITIONS OF THE AGREEMENT

1. The Agreement shall commence from the date. _____ and shall continue till unless it is curtailed or terminated by the authority owing to deficiency of service, substandard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire on date. _____ of the Manpower Service Provider and the authority, further by the mutual consent.
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 authority at present has tentative requirement of different Manpower as per Annexure-I to be deployed by the manpower service provider. The requirement of the authority may further increase or decrease during the period of initial contract also and the qualified bidder 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 contract period of One year after giving 15 days' prior notice to the Manpower Service Provider.
8. The Manpower Service Provider Agency shall not ask for any unauthorized amount from the human resource to be deployed by the agency either before placement of human resource or post placement of human resource for this assignment directly or indirectly. If such cases are observed/proved/reported by the deployed personnel with evidence during delivery of this assignment by the Manpower Service Provider Agency to District Audit Office, Local Fund Audit, Gajapati, it may lead to termination of the contract with the Service Provider Agency District Audit Officer, Local Fund Audit, Gajapati without giving any notice period.
9. The persons deployed shall be required to report for duty at District Audit Office, Local Fund Audit, Gajapati, as per the time schedule office hours fixed by the Govt. of Odisha and may also during holidays and may be required to work beyond office hours as per the need of DAO, LFA, Gajapati Project for which the deployed outsourced staff of Manpower Service Provider Agency 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 beyond permissible special leave of 15 days (with prior approval of the authority) in a contract period of one-year, proportionate deduction from the remuneration shall be deducted.

10. The outsourced manpower to be deployed by the Manpower Service Provider to DAO, LFA, Gajapati are entitled for special leave of maximum 12 days with prior approval of the authority during engagement period of one year as per office memorandum No. 30794 dated 06.11.2021 of Finance Department, Govt. of Odisha.
 11. The Manpower Service Provider to ensure timely payment of monthly remuneration to the deployed staff as per the latest guidelines of Govt. of Odisha.
 12. The Manpower 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. The entire financial liability in respect of manpower services deployed in the District Audit Office, Local Fund Audit, Gajapati shall be that of the Manpower Service Provider and the authority 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 and adduce such evidence as may be required by the District Audit Officer, Local Fund Audit, Gajapati.
 13. 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 authority.
 14. The Manpower Service Provider shall be solely responsible for the redressed of grievances or resolution of disputes relating to persons deployed. The authority 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 to the authorized representative of the Manpower Service Provider.
 15. The authority 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.
 16. 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.
 17. 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 at DAO, LFA, Gajapati or any establishment of Govt. of Odisha.
 18. 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.
 19. 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.
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20. 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 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 deposit of EPF, ESI and other statutory dues, wherever applicable. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
21. 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.
22. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In View of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
23. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed by the agency in the District Audit Office, Local Fund Audit, Gajapati. The authority shall have no liability in this regard.
24. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the District Audit Officer, Local Fund Audit, Gajapati 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 authority.
25. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same on demand to the authority of the authority any other authority under Law.
26. 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 the Department or office concerned.
27. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the authority is put to any loss/ obligation. monetary or otherwise, the authority 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.

28. 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 authority 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 District Audit Office, Local Fund Audit, Gajapati by the persons deployed. the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.
29. 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.
30. The Manpower Service Provider shall raise the bill, in duplicate, along with attendance sheet duly verified by authority in respect of the persons deployed and submits the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will tentatively be released by the second week of the succeeding month.
31. 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 Finance department.
32. 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.
33. The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
34. 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.
35. All disputes shall be under the jurisdiction of the court at the Gajapati.

SECTION-VIII (ANNEXURE - II)

DECLARATION

(To be submitted in shape of Affidavit before the Executive Magistrate)

I/We Sri _____ represented by its proprietor / Managing Partner / Managing Principal of M/s. _____ having its Registered Office at _____ represented by its Proprietor/ do hereby declare that I/We have carefully read all the conditions of tender notice for award of contract for providing of different manpower to the District Audit Office, Local Fund Audit, Gajapati for a period of one year on rate contract basis and will abide by with all the terms & conditions of the Tender.

I/we declare that I/we have possessed valid registration certificate under Labour Act & Rules/Employees Provident Fund Act & Rules/ Employees State Insurance Act & Rules & Service Tax Registration Certificate as Manpower Recruitment or Supply Agency

I/ We do hereby declare that my/ our agency have not been derecognized/ blacklisted by any State Government/ Government of India/ Union Territory/ Government organization.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit or Security Deposit and blacklist the Agency for a period of 1 (One) year, if any information furnished by us proven to be false at any time and not abiding by the tender terms & conditions.

Signature with seal of the Bidder

Name & Address of the Agency

Date:



Section-IX Authorization letter Format (Annexure-III)

(To be provided along with product literature on manufacturer's/
distributor's letter head in case the bidder is not manufacturer/
distributor of the brand)

Date _____

To

The District Audit Officer
Local Fund Audit
Gajapati
Odisha

Respected Sir,

We hereby authorize M/S

_____ (name of the bidder) to bid for tender

floated by your organization for supply of Manpower. Any agreement tendered by

M/s _____ (name of the bidder) will be duly

supported by _____ (name of the Company providing

guarantee) during the agreement period.

Seal of the company along with signature & date of authorized representative.