

**EXPRESSION OF INTEREST
FOR SELECTION OF REGISTERED FIRMS/ SERVICE
PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR
ZILLA PARISHAD, GAJAPATI**

Notice No. 3697 /ZP

Date 10.10.2025

Zilla Parishad, Gajapati invites sealed tender from intending reputed and experienced Manpower Service Providing Agencies to provide services of different categories of manpower for Rural Housing/MGNREGS/DPRC/RGSA/SBM/ORMAS sections. The details of the bidding process are as follows:

Sl. No.	Bidding Schedule	Date and Time
1	Date of Issue	09/10/2025
2	Bid Due Date and Time	30/10/2025
3	Opening of Technical & Financial Bid	04/11/2025

Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing "**Technical Bid**" and sealed Cover-II containing "**Financial Bid**" should be placed in third sealed cover super-scribed "**Bid for Outsourcing of Manpower services for Zilla Parishad, Gajapati**" must be reached the undersigned on or before **30.10.2025** at 05.30 PM by **Speed Post/ Regd. Post** only.

The bid documents containing eligibility criteria and detail terms and conditions of the tender can be downloaded from the website <https://gajapati.odisha.gov.in>.

The last date and time for submission of tender document is by 30.10.2025 up to 05.30 P.M. The Authority shall not be held responsible for postal delay, if any, in case of non-receipt of the same in time.

Complete address for submission of bid:

**The CDO-cum-EO, Zilla Parishad, Gajapati at: Parlakhemundi, Po: Parlakhemundi,
Dist.: Gajapati, Pin-761200.**

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


Collector-cum-CEO,
Zilla Parishad, Gajapati

Memo No. 3698 /ZP,

dt. 10 / 10 /2025

Copy to the DI & PRO, Gajapati for information and necessary action. He is request to publish the advertisement in two daily largest circulation Odia newspaper for wide circulation.

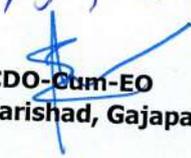

CDO-Cum-EO
Zilla Parishad, Gajapati

Memo No. 3699 /ZP,

dt. 10 / 10 /2025

Copy to the DIO, NIC. Gajapati for information and necessary action with a request to web host the advertisement in the district website <https://gajapati.odisha.gov.in/> immediately.

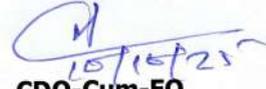
*Copy to District Governance Manager, Gajapati for
inf and n/a.*


CDO-Cum-EO
Zilla Parishad, Gajapati

Memo No. 3700 /ZP,

dt. 10 / 10 /2025

Copy to office Notice Boards of Zilla Parishad/ All Blocks/Sub-Collector/Collectorate Office for wide circulation.



CDO-Cum-EO
Zilla Parishad, Gajapati

Memo No. 3701 /ZP,

dt. 10 / 10 /2025

Copy to members of Tender Committee for information. They are requested to attend the opening of tender at scheduled date & time.

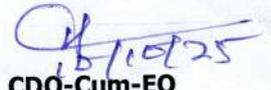


CDO-Cum-EO
Zilla Parishad, Gajapati

Memo No. 3702 /ZP,

dt. 10 / 10 /2025

Copy submitted to the Addl. Secretary, PR & DW Department, Odisha for information.



CDO-Cum-EO
Zilla Parishad, Gajapati

ZILLA PARISHAD, GAJAPATI

Notice NO. 3703

ZP/ Dt. 10.10.2025

Tender Notice

Sealed tenders are invited from reputed Manpower Agencies / Service Providers to provide the service of manpower for various purpose as required by the Govt. in PR & DW Department, Odisha, Bhubaneswar from time to time in Zilla Parishad, Gajapati and its subordinate offices for a period of one year on contractual basis for day-to-day official work. For details, please visit our website in <https://gajapati.odisha.gov.in/>

Last date of receipt of Sealed Bid is on **dtd. 30.10.2025 up to 5.30 PM** through Registered / Speed Post only.

Opening of Bid papers is on **dtd. 04.11.2025 at 11.00 AM** at Zilla Parishad, Gajapati.

**Collector-cum-CEO
Zilla Parishad, Gajapati**

TENDER DOCUMENTS

Contents of Tender Document

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SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR SERVICE BIDDERS

1. Zilla Parishad, Gajapati requires services of reputed, well established and financially sound Human Resource Service Providers/ Agencies (HRSPA) to provide services of different categories man power for Rural Housing/MGNREGS//DPRC/RGSA/SBM /ORMAS section for carrying out day to day activities under jurisdiction of Zilla Parishad, Gajapati. It may be indicated here that the aforesaid categories of manpower who are currently working in DPMU & 7 BPMUs etc. Under Zilla Parishad, Gajapati in concern section projects will be given preference during selection as per Govt. letter no. 16965 Dt. 01.10.2021.
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 1 (**one**) financial year from the date of execution of agreement. The contract of Service Provider Firm may be extended or curtailed subject to requirement and satisfactory performance by the Firm. The Z.P., Gajapati, however, reserves the right to terminate this initial contract at any time after giving **one month** notice to the selected Service Provider.
3. The estimated cost of the contract is **Rs1,46,73,588/-** (Rupees one Crore Forty-six lakhs Seventy-three Thousand Five Hundred Eighty-eight) only.
4. The agency shall be responsible for payment of fixed remuneration to the Human Resource every month in time as per Government policy and guidelines/ wage policy. The remuneration of different Human Resources is as below:
5. The tender documents can be downloaded from the official web site of NIC, Gajapati i.e. <https://gajapati.odisha.gov.in/>. The cost of tender paper is **Rs.5000/-** (Rupees Five Thousand) only (Non-refundable) in shape of Demand Draft in favour of CDO-cum-EO, Zilla Parishad, Gajapati payable at SBI, Main Branch, Gajapati.
6. The Manpower Service Providers may submit the tender document complete in all respects along with **Earnest Money Deposit (EMD) of Rs.1,50,000/- (Rupees One lakh Fifty Thousand)** only and other requisite documents must be sent through Registered /Speed Post only (any other mode will not be considered) by **dt.30.10.2025 up to 5.30PM** to the following addresses:
CDO-CUM-EO, ZILLA PARISHAD, GAJAPATI
AT: PARLAKHEMUNDI
PO: PARLAKHEMUNDI
DIST-GAJAPATI, PIN-761200
7. Any tender documents received after due date will be out rightly rejected. **Zilla Parishad, Gajapati** will not be responsible for any postal delay.
8. The various crucial dates relating to "Tender for providing Manpower Services to the **Zilla Parishad, Gajapati** is cited under.
 - (a) Last date and time of receipt to the sealed Tender documents by Speed Post/Registered Post: **dt.30.10.2025 up to 5.30PM.**
 - (b) Date and time for opening: **Dt 04.11.2025**
 - (c) Technical Bid: **dt.04.11.2025 at 11.00 AM**
 - (d) Financial Bid will be opened after successful completion of Technical Bid
 - (e) Likely date for commencement of deployment of required manpower **with effect from 01.11.2025 in retrospective effect.**
9. The sealed 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 Zilla Parishad, Gajapati**" and "**Financial Bid for Providing Manpower Services to Zilla Parishad, Gajapati**". Both sealed envelopes should be kept in a third sealed envelope superscribing "**Tender for providing Manpower Services to Zilla Parishad, Gajapati**".

10. The Earnest Money Deposit (EMD) of **Rs.1,50,000/-** (Rupees One lakh Fifty Thousand only), refundable, should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft in favour of CDO-cum-EO, Zilla Parishad, Gajapati payable at SBI, Main Branch, Gajapati **failing which the tender shall be rejected summarily**. The EMD exempted for the MSME agencies/start up Odisha.
11. The successful bidders will have to deposit a Performance Security Deposit of **Rs. 2,00,000/-** (Rupees Two Lakhs only) in the form of Fixed Deposit Receipt (FDR) from any Nationalized Bank pledged in favour of **CDO-cum-EO, Zilla Parishad, 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 FDR/ Bank Guarantee will have to be renewed accordingly by the successful tendered.
12. The tendering 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 further:**
 - a) Registration certificate of the applicant's organization; must be registered under Company act 2013 or a Society registered or a trust registered.
 - b) Copy of PAN/TAN Card
 - c) Copy of the IT return filed for the last three financial Years-**2022-23, 2023-24 and 2024-25.**
 - d) Copies of EPF Certificate
 - e) Copies of ESI Certificate
 - f) Copy of GST Registration Certificate along with copy of GST return of last 6 months (From Oct'2024 to Mar'2025)
 - g) Copy of Audit report for the last 03 financial years; (2022-23, 2023-24 & 2024-25) the average turnover Rs.50,00,000/- (Rupees Fifty Lakh) per annum
 - h) Computation of Income Statements for last 3 financial years certified by Chartered Accountant.
 - i) Certified extracts of the Bank Accounts containing transactions during last 3years (From April'2022 to Mar'2025).
 - j) Work completion certificate
 - k) Bidder must have a branch office functioning with in Odisha (Trade license/rent agreement/Telephone bill/Internet bill; however, the bidder having local Regd. office in Gajapati District shall be given weightage during technical valuation.
 - l) Labor Registration Certificate.
 - m) Contract Labor License
 - n) Experience Certificates for 3 years in any Govt. Organization/ PSU/Bank etc.
 - o) Undertaking in shape of affidavit towards Not Black listed of Agency.
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 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 tender shall be liable for rejection.** However, correction, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
15. The Technical bids shall be opened on the scheduled date and time i.e.at **11.00AM** on **dt 04.11.2025** in the office chamber of the CDO-cum-EO, Zilla Parishad, 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 in order. The Financial Bids shall be opened at **4.00PM** on **dt. 04.11.2025** in the office of CDO-cum-EO, Zilla Parishad, 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 all bids without assigning any reason.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

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

The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of the Gajapati District. Proof of documents in support of functioning of Local Branch Office should be attached.

- (a) Besides, if Zilla Parishad, 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).
- (b) They should be registered with the appropriate registration authority.
- (c) They should have at least **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 Department.
- (f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance etc.
- (g) The average annual turn-over of the agency shall at least be 50 lakhs per annum and turnover should have been certified by the CA.
- (h) The agency should fulfill all the statutory compliance of Finance Department and Labour 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. Any firm quoting nil or abnormally low service charges (less than a whole number), unless otherwise allowed to, will be rejected.
- (i) 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.
- (j) In case more than one bidder quote(s) the same price, draw of lottery to nominate the L1 bidder shall be adhered to.
- (k) The sealed tender shall be of two bids 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 Zilla Parishad, Gajapati**" and "**Financial Bid for Providing Manpower Services to Zilla Parishad, Gajapati**". Both these sealed envelopes should be kept in a third sealed envelope super scribing "**Bid papers for providing Manpower Services to Zilla Parishad, Gajapati**". Three separate envelope one each for Technical Bid, Financial Bid and DD for Tender Paper Cost and EMD etc. shall be made which shall be inserted in one separate envelope super scribing in the top of the envelope "**Tender Notice for proving manpower service to Zilla Parishad, Gajapati**" and submitted along with the Tender Document by following the above procedure.
- (l) The Black listed Firm(s) shall out rightly be rejected. An undertaking by bidder should be furnished that; their firm(s) has never been black listed in any district/state in shape of affidavit.

TECHNICAL VALUATION

Sl. No.	Criteria for Evaluation of Technical Bid	Marks Secured
1	No. of years of Agency's Registration & Date of establishment:	
	a) More than 10 years of existence / registration : 10 marks	
	b) 10 years of existence / registration : 05 marks	
2	Average Turnover of the Firm for the last three years (in Rs.):	
	a) More than Rs.50.00 lakh : 10 marks	
	b) Rs.50.00 lakh or less : 05 marks	
3	Agency having Head Office/Branch Office at Gajapati District : 10 marks	
	Agency having Head Office/Branch Office at Other District of Odisha : 07 marks	
4	Experience in successful & satisfactory work completion	
	More than 03 years : 10 marks Less than 03 years : 05 marks	
5	Other Necessary Documents	
	a) EPF and ESI Registration Certificate : 03 marks	
	b) GST Registration Certificate with 6month GST return copy : 04 marks	
	c) Labour Registration Certificate : 03 marks	
	d) Local Labour Registration Certificate : 05 marks	
	e) Copy of Audit Report for the last three financial year : 05 marks	
	a) CA certified Income statement for the last 3 financial year : 05 marks	
Total Marks		
NB: Qualifying Mark for Technical Bid \geq 40 marks		

TECHNICAL SPECIFICATION FOR THE SERVICE PROVIDER AND THE MANPOWER TO BE DEPLOYED IN THE ZILLA PARISHAD BY THE SERVICE PROVIDER

1. He/ She should be above 18 years of age as on the date of agreement.
2. 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 packages and applications.
3. The candidate shall have working knowledge of English and Odia on computer.
4. The candidates nominated by the qualifying firm shall be ready to report for work immediately after deployment by Zilla Parishad.
5. The candidates should be well conversant with computers and essentially well trained in MS office, internet and LAN function.
6. In any case the authority may relax the specification of qualification /experience of the manpower.
7. The authority is reserve the right to engage existing manpower or select new manpower where ever required.

SL NO	NAME OF THE POST	QUALIFICATION	TOTAL PERSON	REMARKS
RURAL HOUSING				
01	District Project Coordinator (DPC)	<ul style="list-style-type: none"> University Degree with PGDCA & Tally 	1	❖ The categories of manpower who are currently working in DPMU & BPMUs under Zilla Parishad, Gajapati in Rural Housing Projects will be given preference during selection as per Govt. letter no. 16965 Dt. 01.10.2021.
02	District Project Executive (DPE)	<ul style="list-style-type: none"> Intermediated with 6 Months Diploma Course in Computer Application 	1	
03	District Call Center Executive (CCE)	<ul style="list-style-type: none"> Must have passed intermediate Examination 	1	
04	Block Project Coordinator (BPC)	<ul style="list-style-type: none"> Graduation in any discipline with Computer knowledge. 	7	
05	Block Project Assistant (BPA)	<ul style="list-style-type: none"> Intermediate with Computer knowledge. 	7	
MGNREGS				
06	Additional Computer Programmer	<ul style="list-style-type: none"> Graduation in any discipline with PGDCA from any recognized University, OCAC or DOEACC. 	10	
07	MGNREGS Asst.	<ul style="list-style-type: none"> Graduation in any discipline with Proficiency in Computer. 	33	
08	Social Audit Asst.	<ul style="list-style-type: none"> Graduation in any discipline with Proficiency in Computer. 	1	

09	Grievance Redressal Asst.	<ul style="list-style-type: none"> Graduation in any discipline with Proficiency in Computer. 	1	
10	Technical Expert	<ul style="list-style-type: none"> Diploma /Degree Engineer (Civil) with PGDCA. Preference will be given to the candidates having computer course in "O"Level. He must possess at least 3 years of experience in Govt./Public sector undertaking /private Ltd. Company. 	3	
SBM (SWACCH BHARAT MISSION)				
11	Data Entry Operator	<ul style="list-style-type: none"> University Degree with PGDCA 	01	<ul style="list-style-type: none"> The categories of manpower who are currently working in Data Entry Operator under Zilla Parishad, Gajapati in Swachh Bharat Mission (G) Projects will be given preference during selection as per Govt. letter no. 14334 Dt. 11.09.2020.
RGSA (RASHTRIYA GRAM SWARAJ ABHIYAN)				
12	PESA Gram Sabha Mobilizers	<ul style="list-style-type: none"> Ability to read & write in English and Odia Applicant must be Permanent Resident of the same PESA Gram Panchayat & candidate having knowledge on tribal language, tribal culture & tradition, customary dispute and willing to work with tribal communities. 	116	<ul style="list-style-type: none"> The Gram Sabha Mobiliser will be engaged from among the existing SHG/Local youth members of their locality and they will provide the supporting service as and when required by coordinators or other stakeholders involved in this process. The regular meeting of Gram Sabha in their areas. Ensure the appropriate attendance in the Gram Sabha.

		<ul style="list-style-type: none"> • Age Limit: 35-40 years the age of applicant should not be more than 40 years as on 01/04/2025. • Prior experience of supporting Gram Sabha in function 		<ul style="list-style-type: none"> ❖ More specifically the management of Land, Forest Water, Air etc. resources in their specified areas. ❖ That every Gram Sabha shall be competent enough to safeguard and preserve the tradition and customs of the people, cultural identity, community resource and the customary mode of dispute resolution. ❖ The identification or selection of persons as beneficiaries under the poverty alleviation and other programmes. <p>Oversee the reservation for Scheduled Tribes shall not be less than one-half of the total number of seats.</p>
13	DPRC Maintenance staff	<ul style="list-style-type: none"> • Ability to read & write in English and Odia. 	01	
ORMAS				
14	Office Assistant-cum-Accountant	<ul style="list-style-type: none"> • Should have B.com with ICWAI or else Math in +2 level • PGDCA 	01	

TERMS & CONDITION (GENERAL)

1. The Agreement shall commence from.....and shall continue till..... 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 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 fur the 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 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.
6. The Authority reserves the right to terminate the Agreement at any time after **giving one month** notice to the Manpower service provider.
7. The Manpower Service Provider to provide services of different categories manpower for Zilla Parishad, Gajapati.
8. The person deployed shall be required to report as per the time table applicable for functioning at Govt. officials for work at 10.00 AM in the Office of the CDO-cum-EO, Zilla Parishad 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 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 Zilla Parishad, 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 deploy in Zilla Parishad/Block offices shall be that of the Manpower Service Provider and the Zilla Parishad /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 Zilla Parishad, 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 that the rate quoted, than the agreement shall be terminated and EMD & security etc deposits shall be forfeited forth with.
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 Zilla Parishad, Gajapati or any office concerned.
13. The Manpower Service Provider shall be solely responsible for the redressal of grievance or resolution of disputes relating to person deployed. The Zilla Parishad, 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 be the Manpower Service Provider the deployed person can place their grievance before a Joint Committee consisting of are present at, I've of the Zilla Parishad, Gajapati or office concerned and an Authorized

representative of the Manpower Service Provider.

14. The Zilla Parishad, 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 Zilla Parishad, 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 deficient while handling the assigned work and their actions should promote good will and enhance the image of the Zilla Parishad, 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. 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 it in the Zilla Parishad, Gajapati or office concerned shall have no liability in this regard.
 24. The Manpower Service Provider shall be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Zilla Parishad, 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 Zilla Parishad, Gajapati or Office concerned.
 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 Zilla Parishad, Gajapati or office concerned or any other authority under Law.
 26. 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 Zilla Parishad, Gajapati or office concerned.
 27. In case, the Manpower Service Provider fails to comply with any liability under appropriate Law and as result thereof, the Zilla Parishad, Gajapati or the office concerned is put to any loss /obligation, monetary or otherwise, the Zilla Parishad, Gajapati or the office concerned will be liable 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.
28. 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 Zilla Parishad, 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 Zilla Parishad, 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

29. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of Rs.1,50,000/- (Rupees One Lakh Fifty thousand) only refundable in the form of Demand Draft in favored CDO-cum-EO, Zilla Parishad, Gajapati payable at SBI, Main Branch, Gajapati failing **which the tender of the concerned agencies/firms shall be rejected out rightly.**
30. 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.**
31. The successful bidder shall have to deposit a Performance Security Deposit of Rs. 1,00,000/- (Rupees One Lakh) only in the form of Fixed Deposit Receipt (FDR)/Bank Guarantee from any Nationalized Bank pledged in favour of CDO-cum-EO, Zilla Parishad, 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 FDR/Bank Guarantee will have to be renewed accordingly by the successful bidder.
32. 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.
33. The Manpower Service Provider shall raise the bill, in **triplicate**, along with attendance sheets duly verified by the Zilla Parishad, 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.
34. 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 Zilla Parishad, Gajapati or office concerned.
35. The amount of penalty calculated @Rs.100 per day on account of delay, if any, providing suitable substitute for the period beyond three working days by Manpower Service Provider shall be deducted from monthly bills in the succeeding month.
36. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encounter data later stage.
37. 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.
38. All disputes shall be under the jurisdiction of the District Civil court located at Gajapati in the District of Gajapati.
39. The successful bidder will enter into an agreement with the Collector-cum-CEO, ZP, Gajapati for supply of suitable and qualified manpower as per requirement of the Zilla Parishad, Gajapati on the above terms and conditions.

LIST OF DOCUMENTS TO BE PROVIDED WITH TECHNICAL BID

- a) Application - Technical Bid;
- b) Attested copy of registration of agency;
- c) Copy of document proof in support of functioning of Local Branch Office;
- d) Certified copy of the statement of bank account of agency for the last three years;
- e) Attested copy of PAN Card;
- f) Attested copy of the latest IT return filed by agency;
- g) Attested copy of the GST registration Certificate
- h) Copy of GST return of last 6 months October 2024 to March 2025)
- i) Attested copy of the PF Registration letter/Certificate;
- j) Attested copy of the ESI registration letter/Certificate;
- k) Certified document in support of the financial turnover for last 3 years (2022-23, 2023-24, 2024-25) of the agency; (Audit Report) the average turnover Rs. 50,00,000/- (Rupees Fifty Lakh) per annum
- l) Certified documents in support of entries in column 15 of technical bid application;
- m) 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.
- n) Original Demand Draft amounting to Rs.1,50,000/-towards EMD.
- o) Original Demand Draft amounting toRs.5,000/- towards Tender Paper Cost
- p) Computation of Income Statements for the last financial year.
- q) Shops and Commercial Certificate
- r) Contact Labour License
- s) Non-Black List Certificate (annexure B) (Affidavit)
- t) Self-Declaration Certificate (Annexure A)
- u) Experience Certificates for 3 years in any Govt. Organization/ PSU/Bank etc.

The Photocopies of all documents are to be self-attested by the Bidders.

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

1. List of manpower shortlisted by agency for deployment in Zilla Parishad, 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 CDO-cum-EO, Zilla Parishad Gajapati, here in after referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors or assignees of the one part (1st Party);

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 (2nd Party).

Whereas, the "Authority" desires that the service of _____ are required in _____ Zilla Parishad _____/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" hereby agrees with the "Authority" to provide personnel to be engaged as ' _____ " in the _____ (name of the Zilla Parishad _____/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 Manpower service
Provider (2nd Party)

Signature of the CDO-cum-EO, ZP (1ST Party)

Witness

In the presence of witness: -
Witness

1. Name _____
Address _____

1. Name _____
Address _____

2. 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 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 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 one month notice to the Manpower Service Provider.
7. The persons deployed shall be required to report for work at 10.00AM 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 Manpower service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Authority so that optimal services of the person's deployed could be availed without any disruption.
9. The entire financial liability in respect of manpower services deployed in the Zilla Parishad, 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 Zilla Parishad, 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 Zilla Parishad, 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 goodwill and enhance the image of the office. The Manpower Service Provider shall be responsible for any Act of indiscipline 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 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 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 maintain 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 Zilla Parishad, 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.

APPLICATION-TECHNICAL BID

For Providing Manpower Services to Zilla Parishad, Gajapati.

1. Name of Tendering Manpower Service Provider (Attach Self attested Photo /ID Card /PAN /EPIC/DL /Pass Port) _____
2. Details of Earnest Money Deposit: DD 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 Operating/Branch Office: _____
Telephone No.: _____
FAX No.: _____
E-mail Address.: _____
6. Name & Telephone No. of Authorized Officer / person to liaise with Field Office(s):

7. Banker of Manpower Service Provider (Attach certified copy of statement of A/c for the last three Years):
8. PAN/GIR 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 Turnover of the tendering **Manpower Service Provider** for the last three Financial Year: (Audit report for the year 2022-23 to 2024-25)

Financial Year	Amount (in lakhs)	Remarks, if any
2022-23		
2023-24		
2024-25		

13. Whether the Agency is black listed:
14. Additional information, if any (Attach Separate Sheet if space provided is insufficient):
 - (a) IT returns for the financial year: 2022-23, 2023-24 and 2024-25 respectively.
 - (b) Labour Registration Certificate.

15. Give details of the major similar contracts handled by the tendering 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

16. Additional information, if any (Attach separate sheet, if required):

Date:
Place:

Signature of Authorized person
Full Name:
Seal

DECLARATION

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

APPLICATION-FINANCIAL BID

For providing Manpower Assistance to Zilla Parishad, Gajapati.

1. Name of Tendering Manpower Service Provider: _____

SI No	Manpower Type	Take Home Remuneration per Candidate	Basic	EPF		ESI		Service Charges in Rs	GST
				12 % EPF Employee	13 % EPF Employer	0.75 % ESI Employee share	3.25 % ESI Employer share		
1	District Project Coordinator	24,450	26,250	1,800	1,950	-	-		As applicable
2	District Project Executive	13,675.50	15,600	1,800	1,950	124.50	539.50		As applicable
3	District Call Centre	13,675.50	15,600	1,800	1,950	124.50	539.50		As applicable
4	Block Project Coordinator	25,600	27,400/- for more than 5 years of Experience	1,800	1,950	-	-		As applicable
		24,600	26,400/- for less than 5 years of experience	1,800	1,950	-	-		As applicable
5	Block Project Assistant	14,675.50	16,600 for more than 5years of experience	1,800	1,950	124.50	539.50		As applicable
		13683	15,600 for less than 5 years of experience	1,800	1,950	117	507		As applicable
6	Additional Computer Programmer	13,800	15,600	1800/-	1950/-	-----	507/-		As applicable
7	MGNREGS Asst.	13,800/-	15,600/-	1800/-	1950/-	-----	507/-		As applicable
8	Social Audit Asst.	13,800/-	15,600/-	1800/-	1950/-	-----	507/-		As applicable
9	Grievance Redressal Asst.	13,800/-	15,600/-	1800/-	1950/-	-----	507/-		As applicable

10	Technical Expert	24,600/-	26,400/-	1800/-	1950/-	-----	858/-	As applicable
11	Data Entry Operator	12,584/-	14,300/-	1716/-	1859/-	-----	-----	As applicable
12	PESA Gram Sabha Mobilizers	1400	--	--	--	--	--	As applicable
13	DPRC Maintenance staff	As per unskilled DLR rate fixed by Labour & ESI Deptt. Fixed by Govt. of Odisha.						As applicable
14	Office Assistant-cum-Accountant	11,100	15,218	2775	361			As applicable

2. Rate per person per month (8hoursperday) inclusive all statutory liabilities, taxes, levies, Cess etc:

➤ **The service charge shall not be below 3.85% actual should not exceed 7%.**

Date:
Place:

Signature of Authorized Person
Full Name:
Seal:

Notes:

1. The Service charge is to be quoted with in Rs. 3.85 % term on unit cost for each type. Beyond this cost the Financial Bid will not be considered.
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 man power.
3. The nominated 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.