

Letter No. 2509 //SSEPD, Dated. 22.11.2022

To

The Director, I & P. R. Dept,  
Lok Sampark Bhawan, Bhubaneswar  
e-mail: [ipr.advt@gmail.com](mailto:ipr.advt@gmail.com) / [iprenews@gmail.com](mailto:iprenews@gmail.com)

Sub: Publication of the advertisement.

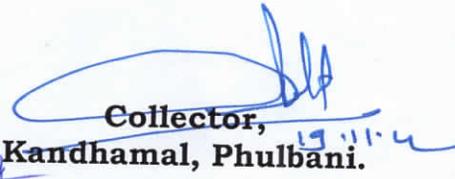
Ref:- Department Letter No.7770/SSEPD, dated.05.10.2021 of Director, SSEPD,  
Odisha, Bhubaneswar.

Sir,

Please find here with a specimen copy of the advertisement for Publication of  
the same in two nos. of daily news paper (One time) by 25<sup>th</sup> November'  
2022.

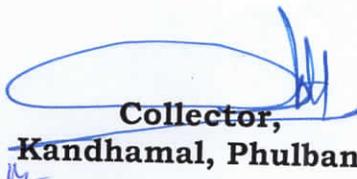
This is for favor of your kind information and necessary action.

Yours faithfully,

  
Collector,  
Kandhamal, Phulbani.

Memo No. 2510 /SSEPD/ Date : 22 / 11 /2022

1. Copy to the DI&PRO, Kandhamal for information & necessary action.
2. Copy to the DIO, NIC, Kandhamal for information with a request to publish the same along with the enclosures (enclosed herewith) in the district website.
3. Copy forwarded to the Director,SSEPD department,Odisha,bhubaneswar for information.

  
Collector,  
Kandhamal, Phulbani.

OFFICE OF THE COLLECTORATE, KANDHAMAL, PHULBANI

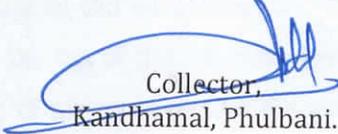
(Social Security & Empowerment of PwDs)

Phone:06842-253170, Fax:253905(collector) E. Mail: dssokand.od@gov.in

Advt. No. 2511 / SSEPD / Dt: 22.11.2022

Tender for providing Manpower Service

Sealed proposals as per prescribed Tender document are invited from interested eligible bidders for providing different category of manpower on outsourcing basis under District Social Security Office, Kandhamal. The eligible criteria, the terms of reference and the formats for submission of bid as set forth in the Tender document can be downloaded from the website [www.kandhamal.nic.in](http://www.kandhamal.nic.in). Interested bidders fulfilling the eligibility criteria may submit their proposal(s) with EMD & document as per Tender. The bidders have to submit their proposal(s) at the O/o: The District Social Security Officer, Kandhamal, Phulbani 762001. Proposal(s) complete in all respect should reach the undersigned on or before 05.00 PM of 12.12.2022 through Regd. post/Speed post & courier and the same will be opened on 14.12.2022 at 11.00 AM. The undersigned reserves the right to reject any or all the tender(s) without assigning any reason thereof.

  
Collector,  
Kandhamal, Phulbani.

## **TENDER FOR SELECTION OF AGENCY TO PROVIDE DIFFERENT TYPE OF MANPOWER**

- 1 Sealed tenders are invited from eligible firms/Agencies having adequate experience in providing different personnel on an outsource basis.
- 2 Interested bidders may obtain detail terms and conditions for taking up this assignment. by downloading the tender document from the website [www.kandhamal.nic.in](http://www.kandhamal.nic.in)

3 **Instruction for Submission of Bid :**

The tender should be submitted in two parts i.e. **Technical Bid (Cover-A)** and **Financial Bid(Cover-B)**. The bidders should submit their **Technical** and **Financial** bid **separately in two separate envelopes** and the same should be put into **another cover envelop** superscribed as **“Tender Document For Engagement Of Supporting Staff In The Integrated Infrastructure Complex, Sartaguda, Phulbani”**. The Technical & Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes and the name of the bidder at the left bottom side of the envelopes. All the envelopes (Inner & Cover envelopes) should be addressed to :

**The District Social Security Officer,  
Kandhamal, Phulbani.  
Odisha, 762001**

- 4 The bidders shall furnish an **Bid Document Cost of Rs. 1,000/-** in the shape of a demand draft from any Nationalized / Schedule Bank payable at Phulbani and in favour of the District Social Security Officer, Kandhamal. **The EMD should be put in the Technical Bid (Cover A) envelop.**
- 5 The bidders shall furnish an **EMD of Rs. 30,000/-** in the shape of a demand draft from any Nationalized / Schedule Bank payable at Phulbani and in favour of the District Social Security Officer, Kandhamal. **The EMD should be put in the Technical Bid (Cover A) envelop.**
- 6 Bidders who meets the eligibility criteria and qualifies in technical bid evaluation (as per evaluation criteria mentioned below), their financial proposal shall only be opened.
- 7 Last Date of submission of tender is **November 2022, 05.00 PM**  
Date of tender opening (Technical Bid): **November 2022, 11.00 AM**. The date of financial bid opening shall be communicated to the qualified bidders only at a **later date**.

**A) Eligibility Criteria:**

The firm

1. Should be in the business for at least 5 years in sourcing & providing different type of personnel on outsourcing basis.
2. Must have **average annual turnover** of **Rupees One Crore** or more in the last three financial years from similar activity. The bidder is required to furnish a turnover certificate duly attested by a Chartered Accountant to this effect with year wise break-up. In addition, they have to furnish the **audited** balance sheet P & L Account statement of any three financial years out of last 4 financial years duly signed by a Chartered accountant.
3. Should have successfully executed at least **two contracts** of similar nature for any **Government/Semi-Government agencies/body** during last 3 financial years. The bidder is required to furnish the copy of the **Work Orders of assignments** along with the **Certificate of Successful Performance** issued by the concerned authority/ **executed** agency. These information are to be furnished in the required format as mentioned in the Tender Form Cover A – Tender Form T2)
4. Should have a registered office or one of the branch offices in Odisha.
5. Should not have any track record of Contract termination of the previous assignments for providing personnel to organizations of GoO or blacklisted by any state Govt. / Central Govt. Organization should give affidavit in this regard
6. Must have registered with appropriate registration authority.
7. Must have labour registration certificate.
8. Must have ISO 9001 certification
9. Must be registered under EPF
10. Must be registered under ESI
11. Must have a PAN
12. Must have GST registration number
13. Must submit **the Bid Document Cost of Rs. 1,000/-** in the shape of demand draft from a Nationalized /Schedule Bank.
14. Must submit **the EMD of Rs.30,000/-** in the shape of demand draft from a Nationalized /Schedule Bank.

**B) QUALIFICATION REQUIREMENTS FOR SUPPORT STAFFS TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER .**

**General :**

1. The candidate must not be more than 50 years of age and must be able bodied both physically and mentally to discharge the duty.
2. The Minimum Educational Qualification as mentioned in the tender Notice. .
3. The candidate must be reside in the radius of 8 Kms. of the IIC, Sartaguda Phulbani.
4. The candidate must be present in the IIC during the office hour and should not leave office without the notice of the higher authority.

**Qualification:**

<b>Sl .No</b>	<b>Category of staff to be engaged</b>	<b>No. of posts</b>	<b>Qualification</b>
01	Superintendent	01	Post graduate on social science/ Rehabilitation science/ Geriatric Rehabilitation/ MBA/(HR) with 3 years experience in the field of Senior citizen sector & Disability sector.
02	Receptionist cum Data Entry Operator	01	Graduate from any recognized University from any stream with PGDCA/Computer knowledge with 2 years experience in any Govt. /Private sector.
03	Campus Supervisors	01	Graduate from any recognized University from any stream with 2 years experience in any social work.
04	Electrician-cum-Plumber	01	Graduate from any recognized University/ITI with 2 years experience in electric work and Plumber work.
05	Clerk-cum-Accountant.	01	B.Com with BCA with experience in data entry work.
06	Maintenance Supervisor.	01	Graduate from any recognized University with Technical experience in field of Maintenance Supervisor.

The tender inviting authority reserves the right to ask the successful bidder to provide a pool of staffs from which suitable staffs shall be selected as per the criteria mentioned above.

**Note :** The bidder is required to quote the price of Service Charge, **in whole Rupees & no fraction** of a rupee will be considered. There must not be **any compromise** on the **take home remuneration** mentioned above.

## **Content of the Proposal**

### **I. Cover A (Technical Proposal)**

1. EMD of **Rs.30,000/-** (Rupees Thirty Thousand) in the shape of a Demand Draft in favour of **The District Social Security Officer, Kandhamal, Phulbani**
2. Bid document cost of Rs.1,000/- (Rupees One Thousand) in the shape of a Demand Draft in favour of **The District Social Security Officer, Kandhamal, Phulbani**
3. Form T1
4. Form T2
5. Photocopy of the Registration Certificate of the Agency
6. Photocopy of PAN
7. Photocopy of the GST registration certificate & GST Return Copy(GSTR-3B) for the Month July, August & September 2022.
8. Income Tax Return Acknowledgement copy for the Assessment year 2019-20, 2020-21 and 2021-22.
9. Photocopy of the Labour Registration Certificate.
10. Photocopy of EPF, ESI Registration
11. Photocopy of the ECR of EPF and Challans of ESI for the month of April 2022 towards EPF / ESI payment of the personnel deployed by the agency.
12. Photocopy of ISO 9001 certification
13. Form T3 (Turnover Certificate from the Chartered Accountant)
14. Photocopy of the audited Profit & Loss Statement in the last three financial years in support of the turnover certificate [2018-19, 2019-20 & 2020-21]
15. Form T4 - Relevant Experience Details in different category of manpower services in State Govt. / Govt. of India Institution / Govt. undertaking / Corporation / Banks / Govt. & Pvt. Hospitals / Pvt. Organizations.
16. Photo copies of work orders / contracts executed & Performance Certificate in support of the information furnished in Form T4
17. Form T5 - Power of Attorney authorizing the signatory for signing the proposal on behalf of the proposer/Bidder
18. Form T6 - Affidavit certifying that the Entity/Promoter(s)/Directors/Partner(s) of Entity are not blacklisted.
19. Form T7 - Letter of Declaration (Anti Collusion Certificate) mentioning that the bidder will not collude with the other bidders.
20. Any other details, the bidder like to include in the proposal.

### **II. cover B (Financial Proposal)**

1. The bidder must submit the Financial Proposal using Form specified in Form F1, F2 with proper signature and seal of the bidder.
2. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be taken into consideration.
3. The same person signing the RFP shall sign the financial part also.

C) **Evaluation & Selection Criteria:**

1. Technical bid shall be evaluated for those bidders who fulfill the eligibility criteria.
2. The technical bid shall be evaluated and marking shall be awarded based on the following parameters/criteria:

Sl. No.	Evaluation Parameter	Total Mark	Criteria for award of Mark
A	<b>Turnover (last 3 financial years):</b> 1) Average annual turnover of the last three financial years from similar activity	20	> 1.00 cr ≤ 5.00 cr : 5 marks > 5.00 cr ≤ 10.00 cr : 10 marks > 10.00 cr ≤ 15.00 cr : 15 marks > 15 cr : 20 marks
B	<b>Experience:</b> 1) No. of years of experience in similar business (Year of Establishment or Commencement of business)	10	> 5 yrs ≤ 7 yrs : 5 marks > 7 yrs : 10 marks
	2) No. of contracts awarded and successfully executed in last three years (FY 2019-20, 2020-21 & 2021-22) with State Govt./ Central Govt./ Semi Govt./ Govt. owned Societies / Corporation	20	> 2 nos ≤ 5 nos : 5 marks > 5 nos ≤ 10 nos : 12 marks > 10 nos : 20 marks
<b>Total Score</b>		<b>50</b>	

3. Financial proposal shall be opened after the technical evaluation is completed and **only those bidders** who score **at least 35 marks or more** in technical evaluation shall qualify for **financial bid opening**. In the financial bid, the bidder with the **lowest price** in each category of staff **Total** per person/ Month shall be awarded the contract. However, in case two bidders quote the same lowest price, then the firm with the **highest mark** in the technical bid shall be awarded the contract. However, if two bidders quote the same lowest price and their technical mark also become equal, then in that case the bidder having the higher annual average turnover shall be awarded the contract.

## **TERMS & CONDITIONS**

### **GENERAL**

1. The Agreement is likely to be commenced from ..... and will continue till ..... (However, the continuance of agreement after ..... is subject to approval of PAB, Govt. of India) 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 ..... unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The DSSO, Kandhamal, at present, has tentative requirement of 06nos. of supporting staffs. The requirement may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower services, if required, on the same terms and conditions.
6. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
8. The persons deployed shall be required to report for work at 10.00 AM( or as instructed by the immediate authority or such other Officer as may have been kept in charge of the Office Establishment of the Office concerned and would leave at 5.00 P.M. and may also required to work beyond 5.00 PM. 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 DSSO, Kandhamal so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower services deployed in the Offices concerned shall be that of the Manpower Service Provider and the Offices concerned will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the persons deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the DSSO, Kandhamal 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 EMD & Security deposits shall be forfeited.
11. The payment of remuneration to the Man Power providing agency 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 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 or Office concerned.
13. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Department 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 DSSO, Kandhamal and an authorized representative of the Manpower Service Provider.
14. 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.

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 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.
17. 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.
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 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 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 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. After once engagement, no transfer will be made from the concerned Block and the district.

#### **LEGAL**

23. 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.
  24. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the offices concerned. The DSSO, Kandhamal or other offices concerned shall have no liability in this regard.
  25. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the offices concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the office.
  26. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Department or office concerned or any other authority under Law.
  27. 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 this office.
- = **Note :- Registration/Licence under the Contract Labour (Regulation and Abolition) Act, 1970 is applicable to Manpower Service Provider employing more than 20 workmen.**

28. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Authority or the office concerned is put to any loss / obligation, monetary or otherwise, the Authority or the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
29. 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 Department or Office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

### **FINANCIAL**

30. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest, of Rs. 30,000/- in the form of Demand Draft / Pay Order drawn in favour of **District Social Security Officer, Kandhamal, Phulbani, failing which the tender shall be rejected out rightly.**
31. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid / Financial Bid shall be returned to them without any interest. **In case of successful tenderer if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of placing the order the EMD shall stand forfeited without giving any further notice.**
32. The successful bidder will have to deposit a security amount of Rs.2,00,000/- (Rupees Two Lakh)Only i.e. (one month employee cost including statutory dues) in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the **District Social Security Officer, Kandhamal, Phulbani** covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful bidder.
33. The successful tender will have to deposit a Performance Security Deposit of Rs. Rs.5,00,000/- (Rupees two Lakh)Only in the form of Bank Guarantee from only Nationalized Bank drawn in favour of the **District Social Security Officer, Kandhamal, Phulbani** covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful tenders. The amount of performance security deposit is to be determined by the Authority taking into account the contractual obligation of the manpower service provider.
34. 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.
35. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Authority or Office concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
36. **The Manpower Service Provider must have to submit the details of disbursement of monthly remuneration to supporting staffs by 1<sup>st</sup> week of every month in the following format along with proof copy of disbursement of the wages & deposit of EPF of each Class-IV staffs. After receipt of the same, funds for the said month will be reimbursed in the 2<sup>nd</sup> week of every succeeding month. Prior to disbursement of wages of supporting staffs by the Manpower Service Provider, no fund will be released.**

**Prior to disbursement of remuneration, the Manpower Service Provider must have to collect Absentee statement from the concerned DSSO or competent authority. Details of format regarding disbursement & deposit of EPF of supporting staffs to be furnished to DSSO, Kandhamal for release of fund.**

Remuneration paid for the month of : \_\_\_\_\_

Sl.No.	Name of the supporting staff	Remuneration released	Date of release of Remuneration	A/c No.	Amount of EPF deposited	Date of EPF deposited	EPF A/c No.	Remarks

37. The claims in bills regarding Employees State Insurance, Provident Fund, and Good & Service Tax (GST) 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 Authority. 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.
38. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
39. 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.
40. 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.
41. The successful bidder will enter into an agreement with the Authority for supply of suitable and qualified manpower as per requirement on the above terms and conditions.

### Check List (Technical Proposal)

Please check whether following have been enclosed in the respective cover namely, Technical Proposal: ***(please arrange the documents serially in the following order & do the page numbering of the entire bid document and mention the page no. in the column “page No” against the particulars in the check list as mentioned below for ease of scrutiny)***

Sl.	Particulars	Whether Submitted(Yes/No)	Page No.
1	EMD (DD of Rs. 30,000/-)		
2	Bid document Cost (DD of Rs. 1,000/-)		
3	Form T1		
4	Form T2		
5	Photocopy of the company/Agency Registration certificate		
6	Photocopy of the GST registration certificate & GST Return Copy(GSTR-3B) for the Month July, Aug & Sep 2022.		
7	Income Tax Return Acknowledgement copy for the Assessment year 2019-20, 2020-21 and 2021-22.		
8	Photocopy of the EPF registration certificate		
9	Photocopy of the ESI registration certificate		
10	Photocopy of the ECR of EPF and Challans of ESI for the month of April 2022 towards EPF / ESI payment of the personnel deployed by the agency.		
11	Photocopy of the Labour Registration Certificate		
12	Copy of PAN		
13	Photocopy of ISO 9001 certification		
14	Form T3		
15	Photocopies of the audited P/L account of <b>each year highlighting the turnover</b> in support of that		
16	Form T4		
17	Copies of Work Order / Contract from the clients in support of providing different category of manpower services executed in support of the information provided in Form T4 A, T4B, T4C		
18	Form T5		
19	Form T6		
20	Form T7		
21	Any other document		

**FORM – T1**

*(to be furnished in the technical proposal)*

**TECHNICAL TENDER SUBMISSION FORM**

(On the letterhead of the agency)

To

The District Social Security Officer, Kandhamal

Re. : Tender Reference no. \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir / Madam,

We, the undersigned, offer to provide the Manpower Services at Integrated Infrastructure Complex, (IIC) Sartaguda, Phulbani of Kandhamal District. We are hereby submitting our Proposal, which includes this Technical Proposal and a Commercial Proposal sealed under a separate envelope.

We hereby declare our Confirmation of acceptance of the Conditions of Contract mentioned in the Tender document under reference cited above.

We hereby declare that all the information and statements made in this Proposal are true and accept that any of our misrepresentations contained in it may lead to our disqualification.

Our proposal shall be binding upon us for a period of 180 days from the date of bid opening, subject to the modifications resulting from Contract negotiations you may subsequently carry out with us to accept our bid. If we are assigned the work during the period of validity of the Proposal, we undertake to carry out the same as per the terms and conditions of this tender document.

**I hereby declare that my company/agency has not been debarred / black listed by any Government/ Semi Government organizations. I further certify that I am the competent authority in my company/agency authorized to make this declaration.**

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

(Organization Seal)

**FORM – T2**  
(to be furnished in the technical proposal)  
**PROFILE OF THE AGENCY**

Name of the Agency	
Registered Office Address  Telephone No Email ID	
Office address of the Branch office in Odisha (if any) (If registered office is not in Odisha) Telephone No Email ID	
Status of the Agency (Whether registered under Company / Firm /Proprietorship/ Society / Trust)	
Name of the Chief Executive and authorized signatory	
Telephone Nos.: Landline  Mobile	
Email id (Official email id for correspondence if any)	
Date of Establishment	(furnish copy of the Registration Certificate of the Agency)
GST Registration No.	(furnish copy of the GST Registration of the Agency)
EPF Registration No.	(furnish copy of the EPF registration certificate of the Agency)
ESI Registration No.	(furnish copy of the ESI registration certificate of the Agency)
Income Tax No. (PAN)	(furnish copy of the PAN)
Bank Details of the Bidder: The bidders have to furnish the Bank Details as mentioned below for return of EMD / Payment for services if any (if selected)	a. Name of the Bank : b. Name of the Account & Full address of the Branch concerned: c. Account no. of the bidder : d. IFS Code of the Bank :

Authorized Signatory/Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

(Organization Seal)

**FORM T3**

*(to be furnished in the technical proposal)*

**AVERAGE ANNUAL TURNOVER STATEMENT**

*(To be furnished in the **letter head** of the Chartered Accountant)*

The Annual Turnover of M/s\_\_\_\_\_ for the last 3 financial years are given below and certified that the statement is true and correct.

<b>Sl.</b>	<b>Financial Year</b>	<b>Turnover in Rs.</b>
1	2018-19	
2	2019-20	
3	2020-21	
<b>Average Annual Turnover in Rs.</b>		

\*Provisional audited statement shall not be considered.

Date:

Signature of Chartered Accountant

Place:

(Name in Capital)

**Membership No.**

Seal

**Note:**

- 1) To be issued in the **letter head** of the Chartered Accountant with membership No.
- 2) Also attach photocopies of the audited P/L account of **each year highlighting** the **turnover** in support of that.

**FORM T4**

*(to be furnished in the technical proposal)*

**PAST EXPERIENCE IN PROVIDING MANPOWER SERVICES**

*(Attach separate sheets if the space provided is not sufficient)*

**[This format is required for assessment no. of years of experience in manpower services]**

Sl.	**Name /address of the Institution for which Manpower Services assignments were undertaken	Date of award of Assignment	Date of completion of assignment	Value of the Assignment	Designations of the Manpower deployed	Work Order / Contract enclosed (Yes / No)	Page no (s) in your bid where the copies of the relevant work order / contract is (are) placed
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
....							

Authorized Signatory/Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

(Organization Seal)

**Form T5**

*(to be furnished in the technical proposal)*

**Format for Power of Attorney for Signing of Proposal**

*(On a Stamp Paper of Rs.20/-)*

**Power of Attorney**

Know all persons by these presents, We.....(name and address of the registered office) do hereby constitute, appoint and authorize Mr / Ms.....(name and residential address) who is presently employed with us and holding the position of .....as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for Manpower Services including signing and submission of all documents and providing information / responses to the Authority, representing us in all matters before authority and generally dealing with authority in all matters in connection with our bid for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_ 2022

For \_\_\_\_\_

(Name, Designation and Address)  
Accepted

\_\_\_\_\_(Signature)  
(Name, Title and Address of the Attorney)  
Date : \_\_\_\_\_

*Note:*

- i. To be executed by the Chief of the Agency.*
- ii. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- iii. In case an authorized Director of the agency signs the proposal, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attor*

**FORM T-6**

*(to be furnished in the technical proposal)*

**Format for Affidavit certifying that Entity / Promoter(s)  
/ Director(s)/ Partners of Entity are not blacklisted  
(On a Stamp Paper of Rs.20/-)**

**Affidavit**

I, M/s. .... (the name of the agency with address of the registered office) hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by Govt. of Odisha / or any other entity of GoO or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the \_\_\_\_\_ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this .....Day of ....., 2022

Authorized Signatory/Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

(Organization Seal)

**FORM T-7**

*(to be furnished in the technical proposal)*

**Anti Collusion Certificate**

We hereby certify and confirm that in the preparation and submission of our Proposal for Manpower Services under this Tender We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti-competitive. We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2022

Authorized Signatory/Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

(Organization Seal)

# **FORMATS**

**Manpower Services at Integrated Infrastructure  
Complex,(IIC) Sartaguda, Phulbani of Kandhamal  
District**

**FINANCIAL PROPOSAL**

**Check List (Financial Proposal)**

Please check whether the following Forms have been enclosed in the respective cover, namely Cover **B: Financial Proposal**  
*(please arrange the documents serially in the following order)*

- |            |        |                          |
|------------|--------|--------------------------|
| 1. Form F1 | Yes/No | <input type="checkbox"/> |
| 2. Form F2 | Yes/No | <input type="checkbox"/> |

## FORM F-1

(To be submitted with Financial Proposal)

To

The District Social Security Officer, Kandhamal, Phulbani

Re. : RFP Reference no. \_\_\_\_\_ dated \_\_\_\_\_

Sub: **Request for Proposal for supporting staff of IIC, Sartaguda, Phulbani.**

Sir,

1. Having carefully examined all the parts of the tender documents and having obtained all the requisite information affecting this proposal and being aware of all conditions and difficulties likely to affect the execution of the contract, I/We hereby propose to offer the services as described in the tender document in conformity with the conditions of contract, technical aspects and the sums indicated in this financial proposal.
2. I/We declare that we have read and understood and that we accept all clauses, conditions, and descriptions of the tender document without any change, reservations and conditions.
3. If our proposal is accepted, we undertake to deposit the performance security deposit at the time of execution of the formal agreement
4. I/We agree to abide by this proposal/bid for a period of 180 days from the date of its opening and also undertake not to withdraw and to make any modifications unless asked for by you and that the proposal may be accepted at any time before the expiry of the validity period.
5. Unless and until the formal agreement is signed, this offer together with your written acceptance thereof shall constitute a binding contract between me/us and the District Authority.
6. We submit the Schedule of Prices as appended herewith.

Encl: Schedule of Prices (Form F2)

Yours sincerely,

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

(Organization Seal)

## FORM F-2

(To be submitted with Financial Proposal)

### Price Schedule for the Providing Manpower Services

Sl.	Particulars	Break up of Monthly Cost per Personnel (Rs.) per Month							Total Cost / Month
		Staff Remuneration part					Service Charge part		
		Take home Remuneration / Month	EPF	ESI	GST @ 18%	Total	Service Charge	GST @ 18% on Service Charge	
			(Employer's share of 13% on Rs. 15,000/-)	(Employer's share of 3.25% on Rs. 21,000/-)					
Name of Positions	A	B	C	D=A*18%	E=A+B+C+D	F	G=F*18%	H=E+F+G	
1	Superintendent	₹ 39,972	₹ 1,950	₹ 683	₹ 7,195	₹ 49,800			
2	Receptionist cum Data Entry Operator	₹ 27,486	₹ 1,950	₹ 683	₹ 4,947	₹ 29,800			
3	Campus Supervisors	₹ 27,486	₹ 1,950	₹ 683	₹ 4,947	₹ 29,800			
4	Electrician-cum-Plumber	₹ 27,486	₹ 1,950	₹ 683	₹ 4,947	₹ 29,800			
5	Clerk-cum-Accountant.	₹ 27,486	₹ 1,950	₹ 683	₹ 4,947	₹ 29,800			
6	Maintenance Supervisor.	₹ 27,486	₹ 1,950	₹ 683	₹ 4,947	₹ 29,800			
<b>Total</b>									

- ❖ The **service charge** shall be quoted by taking into account **all management cost** of the personnel .The bidders are required to quote the price (**Service Charge**) in minimum service charge is Rs.01.00/-. Any amount below this will lead to rejection.
- ❖ Bidders should quote upto two fractioning (eg.Rs 23.55/-).Third digit onward will not be considered in fraction.
- ❖ Maximum amount of service charge per personnel should be of Rs. 200/- including GST on service charge.
- ❖ There must not be **any compromise** on the **take home remuneration** mentioned above.

