

**TENDER DOCUMENT FOR  
ENGAGEMENT OF 46 (FORTY SIX)  
NUMBERS OF GROUP-D PERSONNEL  
ON OUTSOURCING BASIS THROUGH  
SERVICE PROVIDER AGENCY**

**COLLECTOR & DISTRICT MAGISTRATE,  
DHENKANAL**

## CONTENTS OF TENDER DOCUMENT

<b>Sl. No.</b>	<b>Description of Contents</b>	<b>Page No.</b>
1.	Notice Inviting Tender	1-2
2.	Different dates of Tender	3
3.	General instructions for bidders	4-6
4.	Technical requirements for the tendering Outsourcing Service Provider	7-8
5.	Scope of work	9-10
6.	Technical requirements for manpower to be deployed by the successful Manpower Service Provider in the Office of the Collector & District Magistrate, Dhenkanal	11
7.	General Term and Condition	12-15
8.	Tender Application–Technical Bid (ANNEXURE-I)	16-17
9.	Declaration (ANNEXURE-II)	18
10	Under Taking (ANNEXURE-III & IV)	19-20
11.	Tender Application–Financial Bid (ANNEXURE-V)	21
12.	Performance of Banking guarantee format(ANNEXURE-VI)	22-23
13.	Documents to be submitted with the Technical Bid (ANNEXURE-VII)	24
14.	Document to be submitted by the Successful Bidder before deployment of Manpower (ANNEXURE-VIII)	25
15.	Bidder's Covering Letter (ANNEXURE-VII)	26
16.	Letter of Authorization for attending Bid Opening	27



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, DHENKANAL  
(Establishment Section)

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No.VI (C)- 04 /2024- 2636 /Estt. Dt. 02.08.2024

**TENDER CALL NOTICE**

Collector & District Magistrate, Dhenkanal hereby invites sealed tenders in the prescribed format from reputed & registered Outsourcing Service Provider Agencies having registered office located within State of Odisha and possessing valid license, statutory clearance, Service Tax Registration, EPF Registration, ESI Registration and PAN No. for providing services of following **46 (Forty Six)** numbers of Group-D personnel in the office of the Collector, Dhenkanal and other revenue offices in the district as mentioned below for a period of **two years** from the date of commencement of the contract as would be indicated therein. The contract for supply of services for 46 nos. of Group-D personnel (on outsourcing basis) and the mode, manner and nature of duties shall be as per the details provided in the Tender document.

1. Peon- 22
2. Process Server – 14
3. Chainman – 8
4. Sweeper-cum-Mali – 2

The Tender Document may be downloaded from the District Website i.e. <http://dhenkanal.nic.in> and any further addendum / corrigendum shall be communicated through the tender section on the same website.

The tender documents should be submitted through speed post / registered post along with a non-refundable payment of **Rs.5000/- (Rupees Five Thousand)** only as the cost of tender paper in shape of Demand Draft issued by any Nationalized Bank drawn in favour of Collector, Dhenkanal payable at Dhenkanal covering the period of contract along with the Technical Bid. The last date for submission of Tender document is **5.30 P.M. on 14.08.2024**. The Bid Security Deposit will be returned to the unsuccessful bidders after selection of the successful bidder.

**Last date and time of submission of Tender: 14.08.2024 at 5.30PM**

**Opening of the Tender:** The Technical and Financial Bid will be opened in **Sadbhabana Hall** of Collectorate, Dhenkanal in the presence of the Selection Committee and the representatives of the manpower Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids, as per the following time table.

Technical Bid – 16.08.2024 at 11A.M

Financial Bid – 16.08.2024 (After opening and scrutiny of Technical Bid)

Incomplete and conditional tender shall be summarily rejected. Collector & District Magistrate, Dhenkanal reserves the right to reject any or all the Tenders, without assigning any reason thereof. The bidders should have at least **three years experience** in providing manpower services to Government Department, Public Sector Companies / Banks etc. The authority reserves the right to amended any of the provisions of the Tender Document in case of exigency.

The Tender Documents of the bidders having criminal antecedents / previous unsatisfactory service reports / previously black listed, shall be out rightly rejected.

  
Collector & District Magistrate  
Dhenkanal

Memo No. 2637 /Estt., Dt. 02 / 08 /2024

Copy along with tender document forwarded to the DIO, NIC, Collectorate, Dhenkanal with a request to take immediate steps for web-hosting the notice in this District Website for information of the public.

  
Collector & District Magistrate  
Dhenkanal

Memo No. 2638 /Estt., Dt. 02 / 08 /2024

Copy along with tender document forwarded to the CDO-cum-E.O., Zilla Parishad, Dhenkanal / All Sub-Collectors / All Tahasildars / All BDOs / /DPO / DSWO/LAO(Gen)/DSSO/ CSO/RTO/DSR/ All CDPOs of this district for information. They are requested to publish this Notice in their Office Notice Board .

Copy to Office Notice Board of Collectorate, Dhenkanal for wide circulation.

  
Collector & District Magistrate  
Dhenkanal

## TENDER DOCUMENT

### Different important dates of the Tender for providing Services of Group-D personnel by Service Provider

(a)	Period of issue of Tender Document	From <u>02.08.2024</u> to 14.08.2024
(b)	Last Date and time for submission of Tender Document	14.08.2024 at 5.30P.M
(c)	Date and time for opening of (i) Technical Bids (ii) Financial Bids of eligible Bidders	16.08.2024 at 11A.M 16.08.2024, After scrutiny of technical bids
(d)	Likely date for commencement of service.	Date:- 01.09.2024

**GENERAL INSTRUCTIONS FOR BIDDERS**

1. Collector & District Magistrate, Dhenkanal requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of Group-D personnel on outsourcing basis for day-to- day office work in the Office of Collector & District Magistrate, Dhenkanal.
2. The contract for providing the aforesaid services of manpower shall continue for a period of two year from the date of commencement of service. The period of the contract may be further extended for a further period of another one year provided the requirement of the offices for services of manpower persists at that time with satisfactory performance. The period of contract may be curtailed / terminated before completion of one year owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the office requirements. The Collector & District Magistrate, Dhenkanal, however, reserves right to terminate the initial contract at any time after giving **15 days** notice to the selected Service Provider. **It must be ensured that this will be strictly outsourcing services, not manpower. A Comprehensive Service Contract with the outsourcing agency shall be made so that future litigation related to the regularization of services will not arise. The period of contract shall be for two years which can be extended for another period of one year subject to satisfactory performance. After the end of the contract period, fresh tender shall be floated for selection of agency, well before the end of the contract. Under no circumstance shall the contract be extended beyond 3 years.**
3. The contract of service provider shall be terminated if the selected bidder fails to provide the man power having expertise in doing peon works in the offices and carrying files, daks, official papers and books etc. along with sweeping, cleaning, dusting of concerned section(s) of Collectorate & security etc. as and when required & fails to provide the man power who are in good physical health condition having expertise in doing sweeper-cum-mali and to be vigilant during the silent hours.
4. The Collector & District Magistrate, Dhenkanal presently has a tentative requirement of total 46 (Forty Six) Nos. of Group-D personnel as given below :
  1. Peon- 22
  2. Process Server – 14
  3. Chainman – 8
  4. Sweeper-cum-Mali – 2

5. The interested Service Providers shall submit the tender document complete in all respects along with other requisite documents by 14.08.2024 up to 05.30 P.M. at the Office of the Collector & District Magistrate, Dhenkanal.
6. The various crucial dates relating to **“Tender for Providing Services of Group-D posts to the Office of the Collector & District Magistrate, Dhenkanal”** are cited as above.
7. The tender has been invited under two bid systems i.e. Technical Bid annexed at **Annexure – I** and Financial Bid annexed at **Annexure - V**. The interested bidders are required to submit the bids in two separate sealed envelopes super scribing **“Technical Bid for Providing Services of Group-D personnel to the Office of the Collector & District Magistrate, Dhenkanal”** and **“Financial Bid for Providing Services of Group-D personnel to the Office of the Collector & District Magistrate, Dhenkanal”**. Both sealed envelopes should be kept in a third sealed envelope super scribing **“Tender for Providing Services of Group-D personnel to the Office of the Collector & District Magistrate, Dhenkanal”**.
8. All bidders will have to deposit a Non-refundable payment of Rs.5000/- (Five Thousand) only as the cost of Tender Paper in shape of Demand Draft of any Nationalized Bank drawn in favour of Collector & District Magistrate, Dhenkanal payable at Dhenkanal along with the Technical Bid.
9. All bidders will have to deposit a Bid Security of Rs.5,00,000/- (Rupees Five Lakh) only in the form of Bank Guarantee/ Term Deposit Receipt (TDR) from any Nationalized Bank drawn/ pledged in favor of Collector & District Magistrate, Dhenkanal covering the period of contract along with the Technical Bid. The Bid Security Deposit will be returned to the unsuccessful bidders after selection of the successful bidder.
10. The interested outsourcing Service Providers are required to enclose the Self attested documents as mentioned in Annexure-VII along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered.
11. Any form of consortium and joining venture is not allowed under this tender.
12. The conditional bids shall not be considered and will be out rightly rejected.

13. 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 cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Applicant must put his initial sign by the person authorized to sign the tender bids.
  14. The Technical Bids shall be opened on the scheduled date and time i.e. at **16.08.2024 on 11 AM** in the **Sadbhabana Hall, Collectorate, Dhenkanal** in presence of the Selection Committee and the representatives of the Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids.
  15. The Financial Bid of only those bidders will be opened who would be found successful in the Technical Bid. The Financial bids shall be opened **after opening & scrutiny of Technical Bid** on the same day in presence of the Selection Committee and the representatives of the Outsourcing Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids.
  16. The Selection Committee can use its own discretion for selection of the service provider; the decision taken by the Committee shall be final.
  17. The Collector & District Magistrate, Dhenkanal reserves the right to reject any or all bids without assigning any reason.
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## **TECHNICAL REQUIREMENTS FOR THE TENDERING OUTSOURCING SERVICE PROVIDER**

The tendering service provider agencies should fulfill the following eligibility  
Criteria :-

### **Eligibility Criteria**

Sl. No	Eligibility Criteria	Documents to be furnished along with the Technical Bid
1.	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none"> <li>• Companies Act 1956/2013</li> <li>• Indian Partnership Act. 1932</li> <li>• Indian Trust Act. 1882</li> <li>• Societies Registration Act. 1860</li> <li>• Limited Liability Partnership Act. 2008</li> </ul>	Certified Copy of Incorporation /Registration.
2.	The registered office of the Outsourcing service provider agency should be located within the State of Odisha.	Valid address prove of the office (copy of the Telephone / Electricity Bill/ Lease agreement of the rented premises)
3	Must have at least five years in business of providing services of manpower deployment (up to the last date of submission of bid) of similar type to Central/State Government / Autonomous bodies/ Agencies/ Societies/corporate bodies	Copies of the work order / contract document/completion certificate from the previous authorities.
4	The agency should have minimum average annual turn-over of Rs.01(One) Crore during the financial year 2021-22, 2022-23 & 2023-24 in providing services of manpower.	Certified Copies of audited income /Expenditure statement and Balance sheet for the concerned period.
5	The agency must have own Bank Account in any scheduled bank situated in Odisha.	Copy of the bank pass book and transaction statement for the last 6 months from the date of issue of the tender (backward)
6	The agency must not have been blacklisted from any Central/ State Govt. or any other public sector under taking or any authority during the recent past.	An undertaking to this effect should be furnished by the bidder as per the prescribed format(ANNEXURE-III).

7	Must not have any judicial proceeding for any criminal offence against the proprietor / persons to be engaged by the outsourcing service provider.	An under taking to this effect should be furnished by the bidder as per the prescribed format.(ANNEXURE-IV)
8	Other statutory documents to be furnished as part of technical bid	Copies of ; <ul style="list-style-type: none"> <li>• PAN</li> <li>• GSTIN</li> <li>• EPF &amp; ESI Registration Number</li> <li>• IT Return for the last three year 2021-22, 2022-23 &amp; 2023-24</li> </ul>
9	The agency should have at least 3 (three) years experience in providing services of manpower to Govt. Departments	Supported documents should be produced.
10	The agency should have any other regulatory clearance (to be specified by the user Department) that may be required for providing services of manpower.	Supported documents should be produced.
11	The agency should have executed contracts of similar type during preceding 3 (three) years i.e. for the financial year 2021-22, 2022-23 & 2023-24.	Supported documents should be produced.

## SCPOE OF WORK

1. District Office, Dhenkanal invites sealed bids from the eligible Outsourcing Service Providers for providing services of **46 (Forty Six)** numbers of Group-D manpower through outsourcing to Collectorate & its Subordinate Offices under Dhenkanal District.
2. The outsourcing service provider should be managed by trained support staff to execute and perform the job and work assignment of such nature efficiently. The services of manpower to be engaged for this purpose should be registered under the service provider and must have the required qualifications, experience & relevant knowledge to perform the required service as per the job description mentioned at technical requirement for manpower.
3. It shall be the responsibility of the service provider to verify the qualification and experience of the outsourced manpower. The deployed manpower will be liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the right to verify and check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced manpower, it comes to notice of authority that he/she has misrepresented the fact about his/her qualification / experience, the service provider will have to terminate the service of such staff immediately.
4. The service provider should have an empanelled resource list of trained/experienced manpower so that un-interrupted and continued services can be provided during the contract period. The service provider should be able to provide additional resource support whenever required by the authority under the same terms and condition.
5. 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 Service Provider and the Finance Department.
6. The services of manpower deployed by the service provider shall be required to be provided during office hour and may also be required to work beyond office hour for which any extra remuneration shall not be paid. In case, any deployed manpower 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.
7. The services of manpower deployed for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain confidentiality.
8. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the client so that optimal services of the manpower deployed could be availed without any disruption.
9. The attendance rolls for the manpower deployed by the service provider at the premises of client shall be provided and shall be monitored by the service provider on regular basis. Their attendance rolls shall be signed by the authorized representative of service provider who shall get it verified from the designated officer of client.
10. The entire financial liability in respect of manpower deployed in the client's location shall be that of the service provider and the client will in no way be liable for the same. It will be the responsibility of the service provider to pay to the manpower deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
11. The service provider shall provide a substitute well in advance if there occurs any probability of the manpower 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 service provider.

12. The manpower 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 service provider as well as the manpower deployed liable for penal action under the applicable laws besides, action for breach of contract.
  13. The service provider shall be responsible for compliance of all statutory provisions relating to minimum remuneration payable to the manpower deployed at the client's location. The service provider should ensure regular payment of monthly remuneration to the manpower engaged by 10th of the succeeding month after deduction of applicable statutory dues. The service provider should credit the monthly remuneration in their respective Bank Account.
  14. The utilization of services of outsourced manpower shall be purely on contract basis. The service provider shall at all times make it absolutely clear to the outsourced manpower hired through them. Any outsourced manpower deployed can be removed any time by giving notice to the service provider and the service provider will have to provide suitable replacement acceptable to client within 03 working days from the date of intimation of the notice.
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**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY  
THE SUCCESSFUL OUTSOURCING SERVICE PROVIDER IN THE OFFICES  
OF THE COLLECTOR & DISTRICT MAGISTRATE, DHENKANAL**

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1. The Group-D personnel should be above 18 years and not more than 50 years of age.
2. Their minimum educational qualification must be **Class-VII pass**.
3. They may have experience in doing peon works in the office and carrying files, daks, official papers and books, orderly works, security, sweeping, cleaning, dusting, gardening, marketing etc. For Sweeper-cum-watchman, the applicant must be in good physical health condition and to be vigilant during the silent hours. Lack of knowledge of the above-mentioned works will lead to their immediate disengagement.
4. They must not have any criminal antecedent. Each Group-D personnel, at the time of his engagement, shall furnish a self declaration of not having any criminal antecedent duly verified and certified by the Agency to the Authority.

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## GENERAL TERMS & CONDITIONS

1. The Agreement shall be valid for 02(Two) year i.e from \_\_\_\_\_ and shall be 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 after completion of one year unless extended further by the mutual consent of the Service Provider and 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 Outsourcing Service Provider and Authority. However, it **must be ensured that this will be strictly outsourcing services, not manpower. A Comprehensive Service Contract with the outsourcing agency shall be made so that future litigation related to the regularization of services will not arise. The period of contract shall be for two years which can be extended for another period of one year subject to satisfactory performance. After the end of the contract period, fresh tender shall be floated for selection of agency, well before the end of the contract. Under no circumstance shall the contract be extended beyond 3 years.**
4. The Outsourcing Service Provider shall not be allowed to transfer, assign,pledge or sub contract its rights and liabilities under this agreement to any other agency or organizations by whatever name be called without the prior written consent of the Authority.
5. Collector & District Magistrate, Dhenkanal at present, has tentative requirement of 46 (Forty Six) nos. of Group–D personnel (**Peon-22 Nos., Process Server-14 nos., Chainman-8 nos., Sweeper-cum-Mali – 2 nos.**) on urgent basis for day to day official work at Office of the Collector & District Magistrate, Dhenkanal.
6. The outsourcing Service Provider will be bound by the details furnished by into the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished 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 and forfeiture of performance Security (Bid security). Action as deemed proper shall be initiated against the Service Provider Agency.
7. The Authority reserves the right to terminate the agreement at any time during the period of contract after giving 15 days notice to the Outsourcing Service Provider.
8. The persons deployed in the office will be called on holidays to attend duty if required in case of urgency.
9. The Outsourcing Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the office of the Collector & District Magistrate, Dhenkanal so that optimal services of the persons deployed could be availed without any disruption.

10. The entire financial liability in respect of Outsourcing services deployed in Office of the Collector & District Magistrate, Dhenkanal shall be that of the Outsourcing Service Provider and Office of Collector & District Magistrate, Dhenkanal will no way be liable. It will be the responsibility of the Outsourcing Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and produce such evidence as may be required by the Collector & District Magistrate, Dhenkanal.
11. For all intents and purposes, the outsourcing Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the outsourcing Service Provider shall not have any claim whatsoever like employer and employee relationship against Collector & District Magistrate, Dhenkanal.
12. The Outsourcing Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. Collector & District Magistrate, Dhenkanal shall, in no way, be responsible for settlement of such issues whatsoever.
13. The Collector & District Magistrate, Dhenkanal shall not be responsible for any financial loss or any injury to any person deployed by the outsourcing Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
14. The persons deployed by the outsourcing Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during or after expiry of the Agreement.
15. In case of termination of this agreement on its expiry or otherwise, the persons deployed by the outsourcing Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
16. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office. Undertaking from the person deployed to this effect shall be required to be submitted by the Outsourcing Service Provider at the time of commencement of such deployment.
17. The Outsourcing 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 Outsourcing 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.
18. In the event of any manpower being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. In case of any replacement, the outsourcing service provider will provide the suitable replacement within **3 working days**.
19. In case of delay in providing required replacement, the amount of penalty calculated at the rate of 1% of the annual contract value per week on account of delay, shall be

deducted from the monthly bills in the succeeding month.

20. The Outsourcing Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Outsourcing Service Provider. The Outsourcing Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
21. The persons deployed by the Outsourcing Service Provider should have good police records and no criminal case should be pending against them. Police verification of the antecedents of the deployed personnel can be made at the discretion of the Collector & District Magistrate, Dhenkanal.
22. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the office.
23. The service provider should ensure that manpower to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
24. 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.

#### LEGAL

1. The persons deployed shall not commit any mischief in any form with the case records, documents, registers and files. In view of this, they shall be required to maintain confidentiality and breach of this condition shall make the Outsourcing Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
2. The Outsourcing Service Provider shall be responsible for compliance of all statutory provisions to minimum wages payable to different types of worker in respect of the persons deployed by it in the Office of Collector & District Magistrate, Dhenkanal. The Collector & District Magistrate, Dhenkanal shall have no liability in this regard.
3. The Outsourcing Service Provider shall also be liable for depositing all taxes, levies, Cess etc., on account of service rendered by it 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 of Collector & District Magistrate, Dhenkanal as and when required.
4. The Outsourcing Service Provider shall maintain all statutory registers under the law and shall produce the same, on demand, to the Collector & District Magistrate, Dhenkanal or any other authority under law.
5. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/ Rules, GST Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided to the Office of Collector & District Magistrate, Dhenkanal.
6. In case the Outsourcing Service Provider fails to comply with any liability under

appropriate law and as a result thereof, the Collector & District Magistrate, Dhenkanal is put to any loss / obligation, monetary or otherwise, the Collector & District Magistrate, Dhenkanal will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security (Bid Security) Deposit of the Outsourcing Service Provider, to the extent of the loss or obligation in monetary terms.

7. 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 Collector & District Magistrate, Dhenkanal will have no liability towards non-payment of remuneration to the persons employed by the Outsourcing Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Office of Collector & District Magistrate, Dhenkanal by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit (Bid Security).

### **FINANCIAL DOCUMENT**

1. The Technical Bid should be accompanied with Bid Security in shape of Bank Guarantee / Term Deposit Receipt (TDR)) (Rs.5,00,000/-), Non- refundable Tender Paper Cost in shape of Bank Draft (Rs.5000/-) as per Tender Call Notice, failing which the tender shall be rejected out- rightly.
  2. In case, the contract is further extended beyond the initial period, the performance security (Bid Security) will have to be accordingly renewed by the successful bidder.
  3. In case of breach of any terms and conditions attached to the agreement, the performance security (Bid Security) deposit of the Outsourcing Service Provider shall be liable to be forfeited besides annulment of the agreement.
  4. The Outsourcing Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the authorized Officer of Collectorate, Dhenkanal in respect of the persons deployed and submit the same to the prescribed authority within the 3rd day of the succeeding month. As far as possible the payment will be released within the 1st week of succeeding month, subject to availability of funds.
  5. 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 monthly bill. 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 Collector & District Magistrate, Dhenkanal.
  6. The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
  7. The successful bidder will enter into an agreement with the Collector & District Magistrate, Dhenkanal for supply of suitable and qualified manpower as per requirement of the Office of Collector & District Magistrate, Dhenkanal on the above terms and conditions before providing services.
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**APPLICATION – TECHNICAL BID**  
**FOR PROVIDING SERVICES OF GROUP-D PERSONNEL IN**  
**THE OFFICES OF THE COLLECTOR & DISTRICT**  
**MAGISTRATE, DHENKANAL**

1.	Name of the Manpower Service Provider	
2.	Details of Bid Security (Bank Guarantee/ Term deposit Receipt (TDR) number, date and amount & details of Bank)	
3.	Name of Proprietor/ Partner/ Director (Name of all Directors/ Partners)	
4.	Full Address of Registered Office (with PIN Code)	
	Telephone No:	
	Mobile No:	
	FAX No:	
	E-mail ID:	
5.	Full Address of Branch Office (if any)	
6.	Name, Telephone No/Mobile No/ E- mail ID of Authorized Officer/Person to co- ordinate with the Office of the Collector & District Magistrate, Dhenkanal.	
7.	Banker of the Outsourcing Service Provider. (Attached copy of statement of A/c for the last six months)	
8.	PAN No:(Attach copy of the PAN)	
9.	Statutory Registration No: (under License & Contract Labour Act. 1970 obtained from Labour Department, Government of Odisha)	
10.	GST Registration No. (Enclose copy of the certificate)	

11.	EPF Registration No. (Enclose copy of the Certificate)					
12.	ESI Registration No.: (Enclose copy of the Certificate)					
13.	Cost of tender Document details. (Bank Draft details)					
14. Financial turnover of the Outsourcing Service Provider for the last 3(three) Financial Year:						
Financial Year	Amount in Lakh	Remarks if any				
2021-22						
2022-23						
2023-24						
15. Give details of the similar contracts handled by the tendering Outsourcing Service Provider during the last three years in the following form at _____ (if the space provided is in sufficient, a separate sheet may be attached) :						
No.	Name of client, address, telephone, Fax. No. & email ID	Outsourcing services provided		Annual Bill amount (In Lakh)	Duration of contract	
		Type of man power provided	No.		From	To
16. Additional information, if any (Attach separate sheet, if required)						

Date

Place

Signature of authorized person with seal

Full Name

Telephone No/Mobile No.

e-mail ID

**ANNEXURE - II****DECLARATION**

1. I, \_\_\_\_\_ son/daughter/wife of  
Shri \_\_\_\_\_ Proprietor/ Partner/ Director/ authorized  
signatory of the service provider, mentioned above, and competent to sign this  
declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them.
3. The information/ documents furnished along with the above application are true  
and authentic to the best of my knowledge and belief. I/ we am/ are well aware of  
the fact that furnishing of any false information/ fabricated document would lead to  
rejection of my tender at any stage besides liabilities towards prosecution under  
appropriate law.

**Date****Signature of authorized person with seal****Place****Full Name****Telephone No/Mobile No.****e-mail ID**

UNDERTAKING

On the Stamp Paper of Rs. 10.00 in shape of affidavit from the Notary regarding non-Black listing

I, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature  
(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

**UNDERTAKING**

**[On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences]**

I, hereby undertake that there is no criminal case pending in any Court of Law against our organization or against the Proprietor/Director/Persons to be deployed by our organization.

I/we further certify that Proprietor/Director/Persons to be deployed by our organization have not been convicted of any offence in any Court in Odisha / India during the recent past. I understand that, I am fully responsible for the contents of this undertaking and its truthfulness.

**Yours sincerely,**

**Authorized Signature  
(In full and initials)**

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

**APPLICATION - FINANCIAL BID****FOR PROVIDING SERVICES OF 46 NUMBERS OF GROUP- D PERSONNEL  
IN THE OFFICES OF THE COLLECTOR & DISTRICT MAGISTRATE,  
DHENKANAL**

1.	Name of the Outsourcing Service Provider:							
2.	Rate per person per month inclusive of all statutory liabilities, taxes etc. The bidders shall take into account the expenses to be incurred and statutory dues ( <u>Income tax, TDS@2% and GST TDS @2% from gross bill etc.</u> ) while quoting the service charge							
Sl. No.	Man power Type	Monthly Rate per Person						
		*Take Home remuneration (Net)	EPF 13%	ESI 25%	Other statutory dues if any	Service Charge (As per prevailing Govt. Rule)	GST	Total per Person (Gross)
1.	Group-D personnel							

\*Minimum take home remuneration of Group-D Personnel is Rs.12,600/- (Rupees Twelve Thousand Six Hundred) only permonth per person as per GA&PG Department letter No.7982/GAD dated 07.03.2024.

**Date****Signature of authorized person with seal****Place****Full Name****Telephone No/Mobile No.****e-mail ID****Notes:**

1. The total rates quoted by the Service Provider should be inclusive of all statutory/ tax liabilities in force at the time of entering into contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each manpower.
3. **The bids with "NIL", or very low service charge shall be treated as "Non responsiveBid"..**

PERFORMANCE BANK GUARANTEE FORMAT

To

**The Collector & District Magistrate,  
Dhenkanal**

WHEREAS..... (Name and address of the Service Provider) (hereinafter called "the Service Provider) has under taken, in pursuance of Agreement no..... dated ..... to undertake the service ..... (description of the services) (here in after called "the Agreement").

AND WHEREAS it has been stipulated by \_\_\_\_\_(Name of the Authority) in the said Agreement that the Service Provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the Agreement;

AND WHEREAS we have agreed to give the Service Provider such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider up to a total of ..... (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the Agreement and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein;

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Agreement to be performed there under or of any of the Agreement documents which may be made between you and the Service Provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the .... ....day of ..... year.....

Our branch at \_\_\_\_\_ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our ----- branch a written claim or demand and received by us at our-----branch on or before Dt ..... otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
**(Signature of the authorized officer of the Bank)**

.....  
**..... Name and designation  
of the officer**

.....  
..... **Seal, name & add**

**ANNEXURE-VII****DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID**

1. Bidder's Covering Letter.
2. Application- Technical Bid.
3. Self attested Copy of Registration of Agency.
4. Self attested copy of the statement of Bank Account of the Agency for the last 6 (Six) months.
5. Self attested copy of Aadhar /PAN / GIR Card.
6. Self attested copy of the latest IT return filed by agency for last 3 (three) years.
7. Self attested copy of Service Tax registration certificate
8. Self attested copy of the E.P.F. registration letter/certificate
9. Self attested copy of the E.S.I registration letter / certificate
10. Self attested copy of documents in support of the financial turnover of the agency
11. Self attested copy of documents in support of entries in column 10-13 of Technical Bid application
12. Self attested copy of the terms and conditions at pages in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
13. Authorization Certificate of Agency
14. Copy of the document showing at least three years' experience in providing services of manpower.
15. Self declaration that the agency is having no criminal antecedent / no previous unsatisfactory service report/ previously not black listed by any organization.
16. Letter of Authorization for attending Bid Opening.
17. Cost of Tender Paper non-refundable in shape of Bank Draft of Rs.5,000/- (Rupees Five Thousand) only and Bid Security in shape of Bank Guarantee/ Term Deposit Receipt (TDR) of Rs.5,00,000/- (Rupees Five Lakh) only as per Tender Call Notice.

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

1. List of Man power shortlisted by agency for deployment in the Office of Collector & District Magistrate, Dhenkanal and other Revenue Offices in the District, containing full details i.e. i) Name ii) Address & Contact No iii) date of birth, iv) Educational Qualification v) marital status and criminal antecedent declaration duly verified and certified.
2. Bio-data of all persons with Passport size Photograph.
3. Any other document considered relevant.

**ANNEXURE-IX****BIDDER'S COVERING LETTER****To****The Collector & District Magistrate,  
Dhenkanal.****Ref:** Tender Notice No \_\_\_\_\_/Estt dt. \_\_\_\_\_ of Collector & DM , Dhenkanal.**Sir,**

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents.

We agree to abide by this bid for a period of 90 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal agreement is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement. Tender Paper cost of Rs.5000/- (Rupees Five Thousand) only has been submitted in form of D.D. No. \_\_\_\_\_ dated \_\_\_\_\_ is drawn in favour of Collector, Dhenkanal Drawn payable at Dhenkanal.

Date :

Signature of Authorized Signatory.....

In capacity of the .....

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**To****The Collector & District Magistrate,  
Dhenkanal.****Sub:** Authorization for attending bid opening on dt. \_\_\_\_\_ in the Tender for providing Services 46 nos. of Group – D personnel (on outsourcing basis).**Ref:** Tender Notice No. \_\_\_\_\_/Estt., dated.. \_\_\_\_\_**Sir,**

Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder) in order of preference given below.

## Order of Preference

Name	Specimen Signature
1	
2	

OR

Officer authorized to  
sign the bid documents  
on behalf of the bidder.

Seal

**Note:**

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened, may be refused in case authorizations prescribed above is not in order.