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**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, DHENKANAL
(SOCIAL WELFARE SECTION)**

Tender No. 4749 /SW, Dt. 11.12.2025

TENDER CALL NOTICE

Scaled tenders are invited from reputed and registered service providers for providing **manpower services of 16 Help Desk Professionals** (at the rate of 2 per ICDS Office) for ICDS Offices under SUBHADRA, Dhenkanal District, for the period FROM 01.01.2026 to 31.12.2026.

The tender document along with all relevant information can be obtained from the official website of Dhenkanal District: <https://dhenkanal.odisha.gov.in>

. Any corrigendum(s) related to this tender will also be published in the **Tender** section of the same website.

The details of the tender period are mentioned below:

Sl. No	Description	Date
1.	Tender document is available on above site	<u>19-12-2025</u>
2.	Last Date and time for submission of proposal	<u>22-12-2025</u>
3.	Opening of Technical Bid	<u>23-12-2025 at 12:30 PM</u>
4.	Opening of Financial Bid	<u>29-12-2025 at 4 PM</u>
5.	Office Address for submission of Proposal	DSWO, Dhenkanal, Near Dhenkanal Municipality, At-Gudianali, Po/Dist-Dhenkanal, PIN-759001

The tender documents must be submitted **through Speed Post/Registered Post only**, along with a **non-refundable bid processing fee of ₹5,000/-** (Rupees Five Thousand only) in the form of a **Demand Draft** drawn in favour of the **District Social Welfare Officer, Dhenkanal**, payable at Dhenkanal. Tenders submitted without the prescribed bid processing fee shall be **summarily rejected**.

The bidder must send the complete proposal to the address mentioned above **strictly through Speed Post/Registered Post only**. Any tender received **after the scheduled date and time** shall **not be considered**.

The **Collector, Dhenkanal** reserves the right to **modify, cancel, or remove** any part of the tender or the entire tender process at any stage **without assigning any reason** thereof.

Collector, Dhenkanal
Memo No. 4750 /SW, Dt. 11.12.2025 **DHENKANAL**

Copy to the DeGM, Dhenkanal for information and necessary action, with a request to upload the advertisement on the Dhenkanal District website (<http://dhenkanal.odisha.gov.in>) under the heading "Notice", sub-heading "Tender", with the caption in English: "Tender for selection of Service Provider to provide manpower service in SUBHADRA in Dhenkanal District."

District Social Welfare Officer,
Dhenkanal

Memo No. 4751 /SW, Dt. 11.12.2025

Copy to the DIPRO, Dhenkanal for information and necessary action.

District Social Welfare Officer,
Dhenkanal

Memo No. 4752 / SW, Dt 11.12.2025

Copy to the CDO-Cum-EO, Zilla Parishad, Dhenkanal/All Sub-Collectors, Dhenkanal District/All BDOs/All CDPOs of Dhenkanal District/ Office Notice Board for kind information. They are requested to display the Tender Call Notice on their respective Notice Boards for wide circulation.

District Social Welfare Officer,

Dhenkanal

Memo No. 4753 / SW, Dt 11.12.2025

Copy forwarded to the Additional Secretary to Govt.in W & CD Deptt. Odisha for kind information and necessary action.

District Social Welfare Officer,

Dhenkanal



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A- GENERAL INSTRUCTIONS FOR BIDDERS

1. **The Collector, Dhenkanal** (hereinafter referred to as the "Authority") requires the services of an eligible and experienced **Manpower Service Provider** to supply **16 (Sixteen) Help Desk Professionals** under **SUBHADRA**, to be engaged in all **ICDS Projects** of **Dhenkanal District** (at the rate of **2 per project**) on an outsourcing basis for day-to-day official work.
2. **The contract for providing the aforesaid manpower shall be for a period of one year (from January 2026 to December 2026)**. The duration of the contract may be extended further if the requirement of the office for manpower continues, or it may be curtailed/terminated at any time due to deficiency in service, substandard quality of manpower deployed by the selected Service Provider, or due to changes in requirements. The **Collector, Dhenkanal** reserves the right to terminate the contract at any time after providing **15 days' notice** to the selected Service Provider.
3. **Before opening and evaluation of the technical proposals, each bidder shall be assessed based on the following qualification criteria.** The bidder must submit copies of all required supporting documents/information as part of their technical proposal, failing which the proposal shall be rejected.

Sl.	Eligibility Criteria	Supportive Documents
i	<p>The bidder must be a legally registered entity under one of the following statutes:</p> <ul style="list-style-type: none"> • Companies Act, 2013 • Societies Registration Act, 1860 • Indian Trusts Act, 1882 • Indian Partnership Act, 1932 • Limited Liability Partnership Act, 2008 • Proprietorship Firm (valid proof of proprietorship must be submitted) <p>Note: Consortium bidding is <i>not permitted</i>.</p>	<p>Certificate of Incorporation / Registration or any other valid legal document evidencing the formation and legal status of the entity.</p>
ii	<p>The bidder should have been engaged in the business of providing manpower services for a minimum period of 7 years from the date of its incorporation, as on the last date of submission of the proposal.</p>	
iii	<p>The bidder must have successfully completed assignments involving the supply of more than 1,500 manpower personnel during the last three financial years (FY 2022-23 to FY 2024-25).</p>	<p>Copies of Work Orders/Contracts and Completion Certificates issued by the respective organizations for the services rendered.</p>
iv	<p>The bidder must have successfully completed at least three (3) assignments of similar nature (outsourcing of services) in any sector under the Central Government, State Government, Externally Aided Projects, Autonomous Bodies under Government administrative control, or International/National Organizations during the last three financial years (FY 2022-23 to FY 2024-25).</p>	<p>Copies of Work Orders/Contract Documents/Completion Certificates issued by the respective organizations. <i>The definition of "similar work" shall be clearly specified, with explicit reference to the relevant domain, sector or industry, and the functional areas covered under the scope of work.</i></p>


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v	The bidder must have a minimum total financial turnover of ₹20 Crore from manpower providing services only, during the last three financial years (FY 2022-23 to FY 2024-25).	Financial details of the bidder (as per Annexure-VII), along with copies of the audited Balance Sheet and Income & Expenditure Statement for the relevant financial years, duly sealed and certified by the Chartered Accountant and the authorized representative of the bidder.
vi	The bidder must have an operational office in Odisha for providing outsourcing services, with valid licenses/registrations from the Labour Department, EPF, and ESI authorities.	Any valid legal document in support of the information provided.
vii	The bidder shall furnish an affirmative statement disclosing the existence of any potential conflict of interest arising from past, current, or proposed agreements, engagements, or affiliations with the Department.	Self-Declaration from the bidder as per the prescribed format (Annexure-X).

4. The tendering Service Providers are required to enclose self-attested photocopies of the following documents along with the bid, failing which their bids shall be summarily rejected and shall not be considered further:
- Filled-in Bid Submission Checklist** in original (Annexure-I).
 - Covering Letter for the Technical Bid** on the bidder's letterhead, requesting participation in the selection process (Annexure-II).
 - Organisation Details** as per the format provided (Annexure-III).
 - Bid Processing Fee**, as applicable.
 - Earnest Money Deposit (EMD)** (Annexure-IV). The bidder must submit the EMD and its details in the prescribed format.
 - Performance Security** for the successful bidder (Annexure-V). The successful bidder shall submit the Performance Security along with its details in the specified format.
 - Certificate of Incorporation/Registration** of the firm/agency. (The bidder must be registered under the Indian Companies Act, 2013 / Societies Registration Act, 1860 / Indian Trusts Act, 1882 / Indian Partnership Act, 1932 / Limited Liability Partnership Act, 2008 / as a Proprietorship firm. *Consortium bids are not permitted.*)
 - Details of the Registered Office or Branch Office** located in Odisha.
 - Copy of PAN** of the bidder.
 - Copy of active GSTIN** (Goods and Services Tax Identification Number).
 - Copy of EPF Certificate** along with the **last month's Payment Confirmation Slip and ECR.**
 - Copy of ESI Certificate** along with the **last month's Payment Confirmation Slip and the detailed employee list.**
 - Income Tax Returns** for the last three financial years (FY 2022-23 to 2024-25).
 - Covering Letter for the Financial Bid** on the bidder's letterhead, requesting participation in the selection process (Annexure-VI).
 - Financial Turnover (₹20 Crore during the last three financial years from 2022-23 to FY 2024-25) Details** along with all required supporting documents, duly signed as instructed (Annexure-VII).
 - Copy of Bank Account Details** of the Manpower Service Provider.
 - Power of Attorney** authorising the person signing the bid on behalf of the bidder (Annexure-VIII).

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- r. **List of Completed Assignments of Similar Nature** (Past Experience Details), along with copies of work orders/contracts/completion certificates from previous departments (Annexure-IX).
 - s. **Affidavit** (on ₹20/- non-judicial stamp paper, notarised) declaring that the bidder has **not been blacklisted** or subjected to bankruptcy, insolvency, or adverse financial proceedings by any Central/State Government, autonomous body, or national/international organisation in the recent past.
 - t. **Self-Declaration regarding Conflict of Interest** (Annexure-X).
 - u. **Financial Proposal** in the prescribed format (Annexure-XI).
5. The estimated cost of the contract is **Rs. 28,80,000/-** (Rupees Twenty-Eight Lakh Eighty Thousand only), calculated at **Rs. 15,000/- per person per month × 16 persons × 12 months**.
 6. The bidder shall submit an Earnest Money Deposit (EMD) of **Rs. 50,000/- (Rupees Fifty Thousand only)** in the form of an **Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque, or Bank Guarantee** issued by any commercial bank in a format acceptable to the purchaser, drawn in favour of **DSWO, Dhenkanal**, and payable at **Dhenkanal**. The EMD will be **refunded without interest** to all bidders after the award of the contract. Bid securities of unsuccessful bidders shall be returned at the earliest, after expiry of the final bid validity period and latest by the 30th day after the award of the contract. The EMD submitted by the successful bidder will be refunded only after receipt of the **Performance Security**. The Performance Security will be released upon successful completion of the contract period. The **Model Bank Guarantee Format for EMD** is provided at **Annexure-IV**.
 7. Within 7 days of receiving the notification of acceptance of the proposal for award of the contract, the selected bidder shall furnish a Performance Security of ₹2,40,000 (Rupees Two Lakh Forty Thousand only). The Performance Security may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a commercial bank, or a Bank Guarantee issued by a commercial bank in an acceptable format, safeguarding the purchaser's interest in all respects. The Performance Security shall be in favour of the DSWO, Dhenkanal, payable at Dhenkanal. The Performance Security will be returned to the agency upon successful completion of the contract and shall not accrue any interest. The Model Bank Guarantee Format for Performance Security is provided at Annexure-V.
 8. The interested service providers may submit the tender document, complete in all respects, in a sealed cover along with a non-refundable Bid Processing Fee of ₹5,000/- (Rupees Five Thousand only) in the form of a Demand Draft drawn in favour of the District Social Welfare Officer, Dhenkanal, payable at Dhenkanal. Any bid submitted without the required Bid Processing Fee shall be summarily rejected.
 9. The tender will be opened in the presence of the Consultant Evaluation Committee constituted for this purpose, along with the tenderers or their authorised representatives who choose to attend.
 10. E-mail or Fax submissions will be summarily rejected. Any bid received after the prescribed deadline shall also be outrightly rejected.
 11. The interested Service Providers shall submit all documents in two separate sealed envelopes- one superscribed as "Technical Bid" and the other as "Financial Bid". Both sealed envelopes must then be placed inside a single larger envelope superscribed as "Bid for Providing Manpower Services under SUBHADRA for the District Social Welfare Office, Dhenkanal". Each page of both the Technical Bid and Financial Bid must be page-numbered and duly signed by the authorized signatory.


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12. The details regarding the opening of the proposal are as follows:

A. Technical Proposal:

The first sealed packet containing the *Technical Proposal* will be opened initially. The Consultant Evaluation Committee (CEC) shall evaluate all technical proposals submitted by the bidders.

B. Financial Proposal:

The second sealed packet containing the *Financial Proposal* of only those bidders who qualify in the technical evaluation stage will be opened thereafter. The date and time for opening the Financial Proposals will be communicated to the technically qualified bidders well in advance through the District web portal only.

Any deviation from the prescribed procedures/ information /format/conditions shall result in outright rejection of the proposal. All pages of the proposal must have to be sealed and signed by the authorised representative of the bidder. Bids with any conditional offer shall be outrightly rejected.

13. All entries in the tender form must be legible and clearly written. If the space provided for furnishing any information is insufficient, a separate sheet duly signed by the authorised signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form; any such instance shall lead to summary rejection of the tender. However, any cutting or correction in the Technical Bid must be duly initialled by the authorised signatory of the bidder.
14. The quoted rates shall not be lower than the minimum remuneration fixed/notified by the Finance Department or the GA & PG Department, Government of Odisha, and shall include all statutory obligations. The Service Provider shall be solely responsible for all dues payable in respect of the personnel deployed under the contract, and the Collector, Dhenkanal shall bear no liability for any such dues arising from the engagement of personnel. Further, monthly bills shall be released only upon submission of documentary proof by the Service Provider confirming up-to-date payment of EPF and ESI contributions.
15. All documents submitted shall be consecutively page-numbered and signed by the authorised signatory on each page. The total number of pages submitted must be clearly indicated on the top sheet, duly signed by the authorised signatory. If the tender document is signed by an authorised signatory, a copy of the Power of Attorney/Authorisation authorising such signatory shall be enclosed with the tender.
16. The Service Provider must have a minimum of seven (7) years of experience in providing manpower services to Government Departments, Public Sector Undertakings, Banks, or similar institutions.
17. **Award of Contract:** After completion of the tender process, the results will be published on the official website of Dhenkanal. No individual communication will be issued to unsuccessful bidders. The successful bidder will be required to sign the contract within 7 days of issuance of the offer letter, after fulfilling all necessary formalities. Once the contract is signed, no variation or modification to its terms shall be made except through a written amendment duly signed by both parties. The contract shall remain valid for a period of one (1) year from the effective date and may be extended annually based on satisfactory performance. The agreement shall automatically be co-terminus with the tenure of the scheme.
18. The authorised signatory shall submit a Letter of Authorisation empowering him/her to sign and submit the tender documents on behalf of the bidder.
19. The Collector, Dhenkanal reserves the right to annul or reject all bids at any stage without assigning any reason thereof.

B- TERMS & CONDITIONS(General)

1. The Agreement shall commence from the effective date of its execution, unless curtailed or terminated earlier by the Authority due to deficiency in service, deployment of sub-standard manpower, breach of contract, change in requirements, or any other valid reason.
2. The effectiveness of the Agreement shall commence from the date on which the Service Provider deploys the total manpower as required under the contract.
3. The Agreement shall remain valid for a period of one year in accordance with Government guidelines, unless extended further through mutual consent between the Service Provider and the Authority.
4. The Agreement may be extended for a further specified period, either on the same terms and conditions or with such additions, deletions, or modifications as may be mutually agreed upon by the Service Provider and the Authority.
5. The manpower requirement of the Collector, Dhenkanal may increase or decrease marginally during the period of the initial contract, and the Service Provider shall be required to provide additional or reduced manpower accordingly, on the same terms and conditions.
6. The Service Provider shall be bound by the details and documents furnished to the Authority at the time of submitting the tender or at any subsequent stage. If any document or information provided is found to be false or misleading at any stage, it shall constitute a breach of the terms of the Agreement, rendering the Service Provider liable for legal action in addition to termination of the Agreement.
7. The personnel deployed shall report for duty at 10:00 AM to the CDPOs, the District Office, or any other officer designated as the in-charge of establishment matters of the concerned office, and shall remain on duty until 5:30 PM. They may also be required to work beyond 5:30 PM, for which no additional remuneration shall be paid. In case a deployed person remains absent for a day, or arrives late/leaves early on three occasions, proportionate deduction equivalent to one day's remuneration shall be made.
8. The Service Provider shall nominate a Coordinator who will be responsible for maintaining immediate and effective communication with the Office of the District Social Welfare Officer, Dhenkanal, to ensure uninterrupted and optimal deployment of personnel.
9. The entire financial liability in respect of the manpower deployed in the Office of the Collector, Dhenkanal shall rest solely with the Service Provider, and the Department or the concerned office shall bear no responsibility whatsoever. The Service Provider shall ensure payment to the deployed personnel at a rate not less than the minimum remuneration quoted in the Financial Bid.
10. The minimum eligibility criteria for engagement of a Help Desk Professional shall be as follows:

Sl. No.	Designation	Age	Qualification	Suitability
1.	Help Desk Professional, SUBHADRA	The candidate must be within the age of 21-50 years as on 01.01.2026.	Graduate with working knowledge of MS Office and proficient, accurate computer typing. Candidates possessing a PG Diploma or higher qualification in Computer Application will be given preference.	1. The candidate must be physically fit and willing to work during odd hours, as and when required. 2. Candidates having prior experience in ICDS offices will be given preference.


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11. The bio-data of each proposed candidate, along with copies of testimonials, age proof, and educational qualification certificates, shall be furnished to the District Office for verification prior to deployment.
12. The manpower deployed, as detailed above, shall work under the jurisdiction and supervision of the Collector/DSWO, Dhenkanal. If at any point the office finds that any deployed personnel is not performing satisfactorily, exhibits inappropriate conduct, or discontinues service, the Service Provider shall provide a suitable replacement within seven (7) days.
13. The Service Provider must be registered with the concerned Government authorities, including the Labour Commissioner, Provident Fund Authorities, and the Employees' State Insurance Corporation. Copies of all relevant registration certificates shall be submitted along with the tender.
14. The Collector, Dhenkanal reserves the right to call for any original document, including bank account records, for verification of the authenticity of the documents submitted by the Service Provider.

C- SELECTION PROCEDURE

The selection of the Service Provider will be carried out in a two-stage process as detailed below."

- 1st stage-Technical
- 2nd stage-Financial

TECHNICAL EVALUATION(1st Stage):

The Technical Proposal will be opened and evaluated based on the documents submitted by the bidders. Only those bidders who submit all required documents in accordance with the terms and conditions of the tender shall be considered technically qualified for the next stage of the selection process.

FINANCIAL BID(2nd Stage)

The bidder with the lowest evaluated Financial Bid (L1) shall be considered for the award of the contract, subject to compliance with all terms and conditions of the tender document. If the lowest bidder is disqualified for any reason, negotiations may be conducted with the second lowest bidder (L2). The decision of the Consultant Evaluation Committee shall be final in all matters.

In the event that two or more eligible bidders quote the same service charge or total amount, the service provider shall be selected through a lottery system conducted in the presence of the members of the Consultant Evaluation Committee and the bidders or their authorized representatives.

D. TERMS & CONDITIONS(LEGAL)

1. For all intents and purposes, the Service Provider shall be considered the "Employer" within the meaning of all applicable laws, rules, and regulations concerning the manpower deployed. The personnel deployed by the Service Provider shall have no claim, whatsoever, of an employer-employee relationship against the Collector, Dhenkanal, or any of the offices where they are deployed.
2. The Service Provider shall be solely responsible for addressing and resolving any grievances or disputes relating to the deployed personnel. The Collector, Dhenkanal, shall not be responsible for the settlement of any such issues under any circumstances.

3. The Authority shall not be liable for any financial loss, injury, or harm to any personnel deployed by the Service Provider in the course of performing their duties, nor for any compensation arising therefrom.
4. The personnel deployed by the Service Provider shall not claim any benefits, compensation, absorption, or regularization of their deployment in the office under any rules or Acts, either during the tenure or after the expiry of the Agreement. The Service Provider shall obtain and submit a written undertaking from each deployed person to this effect.
5. The Service Provider shall not transfer, assign, pledge, or subcontract its rights or obligations under this Agreement to any other agency or organization, by whatever name, without the prior written consent of the Authority.
6. The Service Provider must be registered with the relevant Government authorities, including the Labour Commissioner, Provident Fund Authorities, and Employees' State Insurance Corporation, and shall submit copies of all such registration certificates along with the tender.
7. In the event of any deployed personnel being on leave or absent, the Service Provider shall ensure suitable alternative arrangements to cover such absence. To address such eventualities, the Service Provider shall maintain a leave reserve and provide replacement personnel under prior intimation to the concerned authority.
8. The personnel deployed by the Service Provider must have a clean police record, and no criminal cases should be pending against them.
9. The personnel deployed must be polite, courteous, and efficient while performing their assigned duties, and their conduct should promote goodwill and enhance the image of the concerned offices. The Service Provider shall be fully responsible for any act of indiscipline or misconduct by the deployed personnel.
10. The personnel deployed may have access to certain confidential documents and information during the course of their work, which must not be disclosed to any third party. They are required to maintain strict confidentiality regarding all government records, and any breach of this obligation may result in action for violation of the terms of the contract.
11. The Service Provider shall be responsible for depositing all applicable taxes, levies, cess, etc., arising from the services rendered to the concerned office, with the appropriate tax authorities in accordance with applicable laws and regulations. Self-attested copies of such documents shall be submitted to the office from time to time.
12. The Service Provider shall maintain all statutory registers as required under applicable laws and shall produce them on demand to the Authority or any other competent authority under the law.
13. Tax Deduction at Source (TDS), if applicable, shall be made in accordance with the provisions of the Income Tax Act and Rules, as amended from time to time.
14. The Agreement may be terminated in the event of non-performance, deviation from the terms and conditions of the contract, non-payment of remuneration to deployed personnel, or non-payment of statutory dues. The office shall not be liable for any non-payment of remuneration to the personnel employed by the Service Provider or for any outstanding statutory dues payable by the Service Provider to the relevant authorities.
15. The Authority reserves the right to terminate the Agreement during the initial period by providing 15 days' notice to the Manpower Service Provider.
16. The Service Provider must not be a blacklisted organization by any Government authority or organization.
17. The decision of the Collector, Dhenkanal, regarding the interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.
18. All disputes arising out of or in connection with this Agreement shall be subject to the jurisdiction of the courts in Dhenkanal.


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E. Financial condition

1. The Bid must be accompanied by a non-refundable payment of ₹5,000/- (Rupees Five Thousand only) in the form of a Demand Draft drawn in favour of the District Social Welfare Officer, Dhenkanal, payable at Dhenkanal. Bids submitted without the requisite fee shall be summarily rejected.
2. The successful tenderer shall deposit a Performance Security of ₹2,40,000/- (Rupees Two Lakh Forty Thousand only) in the form of a Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the DSWO, Dhenkanal, covering the contract period. In the event the contract is extended beyond the initial period, the FDR must be renewed by the successful tenderer accordingly.
3. Failure on the part of the bidder to deliver the services or fulfil the agreed timelines shall attract a penalty of 1% of the total contract value for every 15 days of delay, subject to a maximum of 10% of the total contract value. The penalty amount shall be deducted from subsequent payments due to the bidder.
4. The Service Provider shall submit the bill in triplicate to the DSWO, Dhenkanal, for the personnel deployed under the contract.
5. The entire financial liability for the manpower services deployed in the Office of the Collector, Dhenkanal, shall rest solely with the Service Provider. The Department or concerned office shall bear no liability in this regard. The Service Provider shall ensure payment to the deployed personnel at a rate not less than the minimum remuneration quoted in the Financial Bid.
6. The Service Provider shall be solely responsible for compliance with all applicable labour and industrial laws, including payment of wages, allowances, compensations, EPF, ESI, Bonus, Gratuity, etc., for the personnel deployed by it, as well as for any accidents or liabilities arising in the course of their duties. The Collector, Dhenkanal, shall not be liable for any such expenses. The Service Provider shall ensure that remuneration/wages for each month are paid to the deployed personnel by the first day of the succeeding month.
7. The Service Provider shall be responsible for arranging and maintaining insurance coverage for all personnel deployed under the contract.
8. The Authority reserves the right to withdraw, modify, or relax any of the terms and conditions mentioned above, as necessary, to address issues or challenges that may arise during the course of the contract.
9. In the event of any dispute arising with respect to the clauses of the Agreement, the matter shall be resolved through negotiation between the parties.
10. The Service Provider shall be responsible for depositing all applicable taxes, levies, cess, etc., arising from the services rendered to the concerned office, with the appropriate tax authorities in accordance with applicable laws and regulations. Self-attested copies of such documents shall be submitted to the office from time to time.
11. The successful bidder shall execute an Agreement with the Collector, Dhenkanal, for the supply of suitable and qualified manpower in accordance with the requirements and the terms and conditions stated above.


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F- OTHER CONDITION

1. Conflict of interest:

Conflict of interest exists in the event of:

- i. Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Office of Collectorate, Dhenkanal directly or indirectly; and
- ii. Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Collectorate Office as this would amount to their disqualification and breach of contract.

Bidders with a potential conflict of interest shall inform the DSWO Office, Dhenkanal, in writing. Any bidder uncertain about a conflict of interest must fully disclose all relevant facts to the Committee in its bid document. The decision of the Committee in this regard shall be final and binding.

2. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
 - Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- b. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - A criminal offence or other serious offence punishable under the law of land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

3. Anti-Corruption Measure:

- a. Any attempt by a bidder to influence the Office of the Collectorate, Dhenkanal, in the evaluation, ranking of financial proposals, or recommendations for award of the contract shall result in the rejection of the proposal.
- b. A recommendation for the award of the contract shall be rejected if it is determined that the recommended bidder, directly or through an agent, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract. In such cases, the Authority reserves the right to blacklist the bidder, either indefinitely or for a specified period, disqualifying them from participating in any related bidding processes during the said period.

4. Language:

The proposal and all related correspondence between the bidder and the Authority shall be in English. Supporting documents and printed literature forming part of the proposal may be in another language, provided they are accompanied by an accurate English translation of the relevant sections, certified as true and accurate by the bidder. In case of any discrepancy, the English translation shall prevail for the purposes of interpretation.


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5. **Cost of bidding:**
The Bidder shall bear all costs related to the preparation and submission of its proposal. The District Authority shall not be responsible or liable for any such costs, regardless of the conduct or outcome of the bidding process. Each bidder is allowed to submit only one proposal under this selection process. Alternate or multiple bids from the same bidder shall not be accepted.
6. **Legal Jurisdiction:**
All disputes arising under or in connection with this contract shall be resolved in the following manner:
- A. **Mutual Dialogue:** In the first instance, all disputes shall be attempted to be resolved through mutual discussion between the parties.
- B. **Arbitration:** If the dispute is not resolved through dialogue, it shall be referred to arbitration before the Collector, Dhenkanal.
- C. **Legal Recourse:** If either party is dissatisfied with the outcome of the arbitration, any remaining disputes shall be subject to the jurisdiction of the civil courts in Dhenkanal only.
7. **Governing Law and Penalty Clause:**
The delivery schedule must be strictly adhered to due to the critical timelines of the project. Any unjustified or unacceptable delay in delivery shall make the bidder liable for liquidated damages. In such cases, the Authority reserves the right to cancel the contract for pending activities and complete them through another agency. The Authority may recover such sums by deducting them from any payments due or becoming due to the bidder. These deductions or payments shall not relieve the bidder of their obligations and liabilities under the contract. Failure by the bidder to provide the deliverables within the agreed timelines shall attract a penalty of 1% of the total contract value for every 15 days of delay, subject to a maximum of 10% of the total contract value. The penalty amount will be deducted from subsequent payments. Additionally, the Performance Security may be forfeited. The decision of the Authority regarding whether the delay is attributable to the bidder shall be final and binding. The rights and obligations of the District Authority and the bidder under this contract shall be governed by the prevailing laws of the Government of India and the Government of Odisha.
8. **Confidentiality:**
Information relating to the evaluation of proposals and recommendations concerning the award of the contract shall not be disclosed to bidders or any other persons not officially involved in the process until the publication of the contract award. Any undue use of confidential information by a bidder may result in rejection of its proposal and may invoke provisions of the Authority's anti-fraud and anti-corruption policy. During the execution of the assignment, except with the prior written consent of the Authority, the Service Provider and its personnel shall not, at any time, communicate any confidential information acquired during the course of the contract to any person or entity. The Service Provider shall be held responsible for any breach of confidentiality.
9. **Amendment of the Tender Document:**
At any time prior to the submission of proposals, the Authority may amend the tender by issuing an addendum through dhenkanal.odisha.gov.in. Such addendum shall be binding on all bidders. To allow bidders reasonable time to incorporate the changes into their proposals, the Authority may, at its discretion, extend the deadline for submission of proposals.



10. Escalation Matrix:

The Service Provider shall provide an escalation matrix, including telephone numbers, for prompt service support.

11. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below. -

- Proposal submitted without the applicable Bid Processing Fee.
- Proposal submitted without a duly filled Bid Security and Declaration Form.
- Proposal not submitted in accordance with the prescribed procedure and formats as per the Tender.
- Quoted prices are increased by the bidder during the validity period of the proposal or its extension, if any.
- Proposal received in incomplete form.
- Proposal received after the due date and time for submission.
- Proposal not accompanied by all requisite documents or information.
- Commercial bid submitted with assumptions or conditions.
- Bids containing any conditional technical or financial offer.
- Financial proposal includes assumptions or qualifiers with the bidder's own conditions, even if the quoted amount is the lowest or best value.
- Proposal not properly sealed or signed.
- Proposal does not conform to the requirements of the scope of work of the assignment.
- Bidder attempts to influence the proposal evaluation process through unlawful, corrupt, or fraudulent means at any stage.
- Bidder or any person acting on its behalf indulges in corrupt or fraudulent practices.
- Any other condition or situation which, in the opinion of the Authority, is against the paramount interest of the Authority during the overall selection process.



**District Social Welfare Officer,
Dhenkanal**



**District Social Welfare Officer
Dhenkanal**

BID SUBMISISON CHECK LIST**Annexure -I**

Sl No.	Description	Submitted (Yes/No)	Page No
TECHNICAL PROPOSAL			
1.	Filled in Bid Submission Check List (Annexure-I)		
2.	Covering Letter for Technical proposal (Annexure-II)		
3.	Bid Processing Fee of Rs. _____ in form to DD		
4.	Bidder's details (Annexure-III)		
5.	Copy of Certificate of Incorporation /Registration of the Bidder		
6.	The bidder must submit details of their registered office or branch office in Odisha		
7.	Copy of PAN		
8.	Copy of Active Goods and Services Tax identification Number (GSTIN)		
9.	Copy of EPF certificate with last month payment confirmation slip and ECR		
10.	Copy of ESI certificate with last month payment confirmation slip and details employee list		
11.	Copies of IT Returns for the last 3 FYs		
12.	Financial Turn over (₹20 Crore during the last three financial years from 2022-23 to FY 2024-25) details of the bidder (Annexure-VII) along with all the supportive documents such as copies of Profit- Loss Statement and Balance Sheet for last 3 years.		
13.	Power of Attorney (Annexure-VIII).in favour of the person signing and bid on behalf of the bidder		
14.	List of complete assignments of similar nature (Past Experience Details) (Annexure-IX) along with the copies of work orders for the respective assignments.		
15.	Self-Declaration on Potential Conflict of Interest (Annexure-X).		
16.	Undertaking for not have been black -listed or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder by any Central/State Govt/any Autonomous bodies during its business career.		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)			
17.	Covering Letter (Annexure-V).		
18.	Summary of Financial Proposal (Annexure-X).		

Undertaking:

- All the information has been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with index page.
- All pages of the proposal have been sealed and signed by the authorized representative.

Authorized Signatory (In full and initial) _____

Name and Designation with Date and Seal: _____

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District Social Welfare Officer
Dhenkanal

Technical Proposal Submission Forms(Covering Letter)
(ON BIDDER'S LETTER HEAD)

To

The Collector, Dhenkanal

Subject : Selection of an Agency for Outsourcing Manpower Services SUBHADRA Scheme.

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in response to your Request for Proposal/Tender No. _____, dated _____. I hereby submit our Proposal, which includes the Technical Proposal sealed in a separate envelope as required.

Our proposal will be valid for acceptance up to 30 days from the date of submission. I confirm that the Proposal will remain binding upon us and may be accepted by you at any time before the expiry of this validity period.

All information and statements made in this Technical Proposal are true and correct. I understand that any misrepresentation or misinterpretation may lead to the disqualification of our Proposal. If negotiations are conducted during the validity period, we undertake to participate and negotiate based on the Proposal submitted by us. Our Proposal shall remain binding on us, subject only to any modifications arising from contract negotiations.

I have carefully examined all information provided in the Tender Document and hereby offer to undertake the services in accordance with the terms, conditions, and requirements of the selection process. We agree to bear all costs associated with the preparation and submission of this Proposal, including any pre-contract expenses. In the event that any provision of this Tender, including those related to our Technical and Financial Proposals, is found to be deviated from, your Department shall have the right to reject our Proposal and forfeit the Earnest Money Deposit (EMD) absolutely.

I further confirm that I am duly authorized to submit this Proposal and to provide any clarification on behalf of our organization, should it be required.

I understand that you are under no obligation to accept any Proposal received.

Yours faithfully

Authorized Signatory with date and seal

Name and Designation : _____

Address of Bidder : _____


District Social Welfare Officer
Dhenkanal

Bidder's Organisation (General Details)

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel: Fax: Email id	
3	Name of the authorized person Signing & submitting the bid on behalf of the Bidder: Mobile No. Email id:	
4	Name of the Co-Ordinator who shall be responsible for immediate interaction with the Office of the District Social Welfare Officer, Dhenkanal - Mobile no-	
5	Bank account details	
6	Registration/Incorporation Details Registration No: Date & Year.	
7	Local office in Odisha If Yes, please furnish contact details	Yes/No
8	Bid Processing Fee Details Amount: D D No.: Date: Name of the Bank:	
9	Earnest Money Deposit (EMD) Amount: D D No.: Date: Name of the Bank:	
10	PAN Number	
11	Goods and Services Tax Identification Number (GSTIN)	
12	Willing to carry out assignments as per the scope of work of the Tender	YES
13	Willing to accept all the terms and conditions as specified in the tender	YES

Authorized Signatory [In full and initial]: _____

Name and Designation with Date and Seal : _____

Model Bank Guarantee Format for furnishing EMD
[Ref. Para 21]

Whereas (hereinafter called the
"tenderer") has submitted their offer dated..... for the supply
of..... (hereinafter called the "tender") against the
purchaser's tender enquiry No. KNOW ALL MEN by these presents that WE
..... of..... having our registered office
at..... are bound unto (Hereinafter called the
"Purchaser) in the sum of for which payment will and truly to be
made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.
Sealed with the Common Seal of the said Bank this..... day of20.....THE
CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity: -
 - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date. Our branch at* (Name & Address of the* branch) 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 & address of the Bank and address of the Branch
** Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.*


District Social Welfare Officer
Dhenkanal

Model Bank Guarantee Format for Performance Security
[Ref. Para 22(a)]

To
The DSWO, Dhenkanal

WHEREAS.....(name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated to supply..... (description of goods and services) (herein after called "the contract") AND WHEREAS it has been stipulated by you in the said contract that the supplier 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 contract; AND WHEREAS we have agreed to give the supplier such a bank guarantee; NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, 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 supplier to be in default under the contract 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 supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier 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 guarantee shall be valid until the day of, 20.....Our _____ branch at _____ *(Name & Address of the _____ * branch) 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 & address of the Bank and address of the Branch

** Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.*


District Social Welfare Officer
Dhenkanal

FINANCIAL PROPOSAL SUBMISSION FORMS COVERING LETTER

(In Bidder's Letter Head)

To

The Collector, Dhenkanal

Subject: Selection of an Agency for Outsourcing of Manpower Services for SUBHADRA.

Sir

I, the undersigned, offer to provide **manpower services for outsourcing of skilled personnel for providing techno-managerial support under SUBHADRA**, in accordance with your Tender No. _____, dated _____. Our attached Financial Proposal is for the sum of **(insert amount in words and figures)**.

The above-quoted amount is **inclusive of all applicable taxes** as per the GST Act and other Act of Govt. of Odisha and Govt. of India. I hereby undertake that, in the event of acceptance of our bid, the services shall be provided strictly in accordance with the terms and conditions stipulated in the Tender Documents.

Our Financial Proposal shall remain binding upon us, subject to any modifications arising from contract negotiations, until the expiry of the proposal validity period of **30 days**. I have carefully read and understood the terms and conditions of the Tender and hereby undertake to provide the services accordingly.

I understand that you are under no obligation to accept any proposal submitted.

Yours faithfully,

Authorized Signatory (In full and initials)
Name and designation of Signatory with Date and

Seal:

Address of the Bidder:


District Social Welfare Officer
Dhenkanal

BIDER ORGANISATION (FINANCIAL DETAILS)

Annexure-VII

Financial Information in INR

Details	FY- 2022-23	FY 2023-24	FY 2024-25	Average
Manpower Providing Agency				
Turnover (In Lakh)				

Supporting Documents:

Audited certified financial statements for the last 3 FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form) Bidder is requested to submit the GST return for last 3 financial years.

Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be submitted along with the technical proposal.

Signature and Seal of the Company/Organisation Auditor with Date in Original

Authorized Signature (In full initials with Date and Seal): _____

Communication Address of the Bidder: _____


District Social Welfare Officer
Dhenkanal

FORMAT FOR POWER OF ATTORNEY
(On bidder's letter Head)

I, _____, the _____
(Designation) of _____ (Name of the Organization), hereby
certify that _____ (Name of the person) is duly authorized
to execute this Power of Attorney on behalf of _____
(Name of the Organization).

_____ (Designation of the person) of the company, acting
for and on behalf of the company under the authority conferred by Notification/Authorization Order
No. _____ dated _____, has signed this Power of Attorney at
_____ (Place) on this _____ day of _____ (Month),
_____ (Year).

The signature of _____ (Name of the person), in whose
favour this authority is granted under the Power of Attorney, is certified below.

Name of the Authorized representative:

(Signature of the Authorized representative with date)

CERTIFIED

Signature, name & designation of person executing attorney:

Address of the bidder:


District Social Welfare Officer
Dhenkanal

Annexure-IX

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of 3 No's completed assignments only of similar nature ** in any sector during last 3 years and past experience till 7 years)

Sl No	Year	Name of the Assignment with details thereof	Name of the Department	Contract Value in Lakh(in INR)	Total duration in Month	Date of Award/ Commencement of assignment	Date of Completion of assignment	No of manpower provided	Remarks if any
A	B	C	D	E	F	G	H	I	J
1									
2									
3									
4									
5									
6									
7									

Authorized Signatory (In Full and initials):

Name and Designation with Date and Seal:

Note: Bidders are requested to furnish the list limited to <Nos> assignments of similar undertaken during the last 3 Financial Years (to be decided accordingly) and past experience till 07 years as per the above prescribed format only, Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document/ Completion Certificate from the previous Departments need to be furnished along with the above information.


District Social Welfare Officer
Dhenkanal

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION
THEREOF**

IN BIDDER'S LETTER HEAD

I hereby declare that our agency is not engaged in any activities that may be considered conflicting, as specified in **Section-A: Information to the Bidder**, under **Eligibility Criteria**. I further confirm that I do not have any direct or indirect family relationship with any official of the **Collectorate, Dhenkanal**.

I also acknowledge that, in the event of any misrepresentation of information, our proposal or contract may be rejected or terminated by the Department, and such decision shall be binding upon us.

Authorized Signatory (In full initials with Date and Seal) : _____

Communication Address of the Bidder: _____


District Social Welfare Officer
Dhenkanal

FINANCIAL PROPOSAL

Annexure-XI

(For Providing Manpower Services to the ICDS Project Offices under SUBHADRA)

1. Name of tendering Service Provider:
2. Rate per person per month inclusive of all statutory taxes:

Sl. No.	Manpower Type	Monthly Rate per Person					Total Per Person per month
		Take Home Remuneration (THR)	EPF (Amount & @ 13%) on THR	ESI (Amount & @ 3.25%) on THR	Service Charges/ Commission	GST on THR (@18%)	
1.	Help Desk Professional (SUBHADRA)	Rs.10,500.00 per month					

- The minimum service charge shall be 3.85% and the maximum 7% on the Take Home Remuneration (THR). Tenders quoting a service charge of less than 3.85% shall not be considered and will be summarily rejected.
- The basic remuneration (including the employee's share of EPF and ESI) shall be Rs. 10,500/- (Rupees Ten Thousand Five Hundred only).

Date:

Signature of the authorised person

Place:

Name:

Seal:

Notes:

1. The total rates quoted by the Service Provider shall be inclusive of all statutory taxes and liabilities in force at the time of entering into the contract. The Authority shall bear no responsibility for any statutory or other dues.
2. The payment shall be made on a monthly basis as per the instructions of the Government in the W & CD Department, Odisha, and any other applicable government directives, based on the number of working days for which duty has been performed by each manpower, as certified by the competent Authority.


District Social Welfare Officer
Dhenkanal