

## **SECTION-1**

### **SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS**

- 1) The DI & PRO, Boudh requires the service from reputed, well established, financially sound and registered Manpower Service Provider to provide services i.e. two nos. of Group-D on outsourcing basis on vacant Group-D Post on contract basis to manage day to day office works of the DI & PRO Office, Boudh.
- 2) The contract for providing the aforesaid manpower will be for a period of two years from the date of effectiveness of contract. The contract may be terminated owing to deficiency in service and also possibility of an extension for an additional one year based on the satisfactory performance of the agency. However, reserves right to terminate this initial contract at any time after giving 15 days notice to the selected Service Provider.
- 3) DI & PRO, Boudh has the requirements of the manpower for DI & PRO Office, Boudh as specified hereunder:
  - i) Group-D on outsourcing basis: 02 Nos.

The eligible bidders, those have the capability of providing above types of manpower as per the prescribed technical parameters in the tender document, are allowed to participate in the selection process. **Incomplete bids will not be taken into consideration.**

#### **The scope of work of Outsourcing Agency is as follows:**

- I. Pay roll Management of deployed Manpower.
- II. All the statutory compliances like TDS, PF, ESIC, Service Tax etc. shall be done by the successful bidder.

The detailed terms of reference for the Human Resource Outsourcing agency can be broadly categorized into following two parts:

#### **Human Resources Management**

- Ensure regular payment of monthly remuneration to deployed personnel through NEFT as per the rates mentioned.
- Ensure statutory compliance like EPF, ESI, TDS deduction etc. as required by the prevailing norms.
- Provide replacement of personnel in case of vacancies arising during the course of the agreement, from the wait listed candidates.

**Other conditions:**

- The day-to-day work of the deployed personnel will be assigned by the designated officer and all the monitoring and reporting aspects of the deployed personnel will be under the control and supervision of the designated officer.
- The DI & PRO, Boudh shall have the right to verify the actual payment made and may request the Manpower Service Providing Agency to provide the bank statement of the payments made as the proof of payment and if not satisfied shall withhold the payments due to the HR Service Provider in addition to other legal action.
- In case the DI & PRO, Boudh is not satisfied with the performance of the deployed personnel or because of indiscipline and on receipt of such complaint, the DI & PRO, Boudh may ask the Human Resource Service Provider in writing, providing the reasons thereof, to withdraw the personnel and provide a replacement.

**SECTION-II****ELIGIBILITY CRITERIA FOR THE MANPOWER SERVICE PROVIDER AGENCY**

Following are the essential qualifying criteria for the Manpower Providing Agency to technically qualify for the assignment:

1. The bidder should be registered as a Human Resource Service provider Firms, Private Limited Company, Public Limited Company, or Society/ Trust since last 3 years. The Incorporation/Registration certificate should be furnished as documentary proof. The registered office of the manpower service provider must be located within the jurisdictional area in Odisha. Document such as Electricity Bill / Telephone bill in support of the existence of the office must be submitted.
2. It must have at least three years of past experience (from the last date of submission of tender) in providing manpower to Central / State Government Departments.
3. The bidder should have valid registration under Service Tax Rules, Income Tax return should submit for the last 3 years, EPFO, ESI Corporation and under Labour Act. The bidders are required to enclose self-attested photocopies of the following documents duly sealed along with the Technical Bid, failing which their bids shall be out rightly rejected and will not be considered.
  - a. Copy of GST Registration Certificate of the applicant organization along with copy of GST return.

- b. Copy of PAN card.
  - c. Copy of EPF/ESI Registration Certificates.
  - d. Audited Financial Statement for the last three financial years.
  - e. Copy of Income Tax returns for last three financial years.
  - f. Copies of the work orders from the Govt. Agencies for providing manpower services during the last three financial years.
4. The bidder should not have been black listed by any State Government or Central Government. A self-declaration to this effect shall be submitted by the bidder in the prescribe format.

### **SECTION-III**

#### **GENERAL TERMS AND CONDITIONS**

##### 3.1 Cost of Tender Document & Earnest Money Deposit.

- a. Tender Cost Tender document can be downloaded from the website (<https://boudh.odisha.gov.in/>). Bidder must submit Tender paper Cost of Rs 500/- (Rupees Two thousand) only, non-refundable in shape of Demand Draft only drawn in favour of "DI & PRO, Boudh" payable at Boudh, failing which the tender shall be out rightly rejected.
- i) Earnest Money Deposit Bidders should submit along with their Technical Bids, an Earnest Money Deposit (EMD) of Rs.2,000/- (Rupees Two thousand) only, (refundable without interest), should necessarily be accompanied with the technical bid in shape of Demand Draft only drawn in favour of "DI & PRO, Boudh" payable at Boudh failing which the tender will be summarily rejected. The tender EMD of all unsuccessful bidders would be refunded within 180 days of the bidder being notified as unsuccessful. The EMD, for the amount mentioned above, of successful bidder would adjust as a part of the Performance Guarantee during the period of the contract.
- ii) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

- iii) The tender paper submitted without EMD, mentioned above, will be summarily rejected.
- iv) The EMD may be forfeited: -
  - a) If a bidder withdraws its bid during the period of bid validity.
  - b) In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.
  - c) If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

### **Submission of Bids**

The tender has been invited under two bid system:

- I. Technical Bid.
- II. Financial Bid.

The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for providing Manpower Services to DI & PRO, Boudh" and "Financial Bid for providing Manpower Services to DI & PRO, Boudh Both sealed envelopes must be kept in a sealed third envelope super scribing "Tender Document for providing Manpower Services" and address to DI & PRO, Boudh At/Po- Boudh, Pin-762014 through Speed post/Regd. Post/Courier only.

### **3.3 Completeness of the Bid**

- a) Submission of the proposals/bid shall be deemed to have been done after careful study and examination of the tender paper documents with full understanding of its implications.
- b) The conditional bids shall not be considered and will be out rightly rejected.

### **3.4 Late Bid**

- a) Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall be rejected.
- b) The Office of the DI & PRO, Boudh Shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

- c) DI & PRO, Boudh, reserves the right to modify and amend any of the stipulated condition/criterion.

### **3.5 Language of the Bid**

The Proposal should be filled by the Bidder in English language only.

### **3.6 Currency of the Proposal/ Bid Document**

The currency (ies) of the Proposal offer and the transaction details provided in the Proposal/ Bid Document should be in Indian Rupees (INR).

### **3.7 RIGHT TO TERMINATE THE PROCESS**

- a) The DI & PRO, Boudh may terminate the Tender process at any time and without assigning any reason thereof. This Office makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) The submission of tender paper does not constitute an offer by the DI & PRO, Boudh. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

## **SECTION-IV**

### **GUIDELINES FOR SUBMISSION OF PROPOSAL**

#### **4.1 TECHNICAL PROPOSAL**

Bidders are required to submit the Technical Proposal in the prescribed format only. The technical proposal should accordingly include the following:

1. Bid Cover Letter - Technical Bid [Form-1]
2. Financial Bid [Form-2]
3. Document Checklist [Form-3]
4. Self-declaration of not being ineligible/blacklisted [Form 4]
5. Declaration for executing Tender document [Form-5])

## **SECTION-V**

### **EVALUATION PROCESS**

- I. In the first stage, the technical proposals will be scrutinized as per the Eligibility criteria and completeness of the documents as prescribed in the tender document.
- II. The bids qualifying the Eligibility criteria and complete with regard to availability of the documents will be considered for Final Evaluation.
- III. Tender Committee: The Tender Committee constituted by DI & PRO, Boudh to finalize the tender.

## **SECTION-VI**

### **AWARD OF CONTRACT**

The DI & PRO, Boudh will award the Contract to the successful bidder qualifying in the Technical Bid.

#### **6.1 NOTIFICATION OF AWARD**

The DI & PRO, Boudh will notify the successful bidder in writing or by fax or email, that its proposal has been accepted.

#### **6.2 SIGNING OF THE CONTRACT**

After notification award by the Office of the DI & PRO, Boudh notifies the successful bidder that its proposal has been accepted, the concerned and individual Officer shall enter into a separate contract/Agreement with the selected Outsourcing Agency incorporating all clauses.

#### **6.3 FAILURE TO AGREE WITH TERMS AND CONDITIONS OF THE TENDER PAPER**

Failure of the successful bidder to agree with the Legal Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event the Office of the DI & PRO, Boudh may award the contract to the next best value bidder or call for new proposals from the interested bidders.

#### **6.4 TERM OF THE AWARD**

The period of contract shall be for a period of six months initially from the date of execution of agreement and on assessment of outcome & satisfactory performance engagement can be extended for one year only.

## **SECTION-VII**

### **PAYMENT TERMS & CONDITION**

The Service Provider will claim Service Charge lowest as per the GA & PG Deptt notification no. 7982 Dt. 07.03.2024.

## **SECTION-VIII**

### **Nature of Engagement:**

Mode of engagement will be completely contractual and on temporary basis. The contract can be terminated by either of the arty with one-month prior notice or remuneration in lieu. Initial agreement will be for 2 years.

### **Selection Procedure:**

All the hiring will be done through the third party at the DI & PRO level. The selection of candidates should be done through open Tender. The selection committee will be constituted by following members;

1. ADM, Boudh-Chairman
  2. Sub-Collector, Boudh
  3. DTO, Boudh
  4. DWO, Boudh
  5. DI & PRO, Boudh
- Any deviation from the prescribed procedures/ required information/ formats /conditions shall result in out-right rejection of the bid. Any conditional bid shall be out-rightly rejected.
  - All entries along with the pages in the bid document should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.
  - The technical Bid will be opened on 29.07.2025 at 05.00 P.M in presence of the authorized representatives of the bidder who wish to be present on the spot at that time. Financial bid of the technically qualified bidders shall be opened on 29.07.2025 at 05.30 PM in presence of the authorized representatives.
  - The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid. The MSME registration firms

covered under MSME act and registered under NSIC are exempted from submission of E.M.D. and paper cost for processing, in this regard necessary valid documents to be submitted in technical bid...

- The bid shall be valid for a period of 90 days from the date of opening of the bids and no request for any variation in quoted rates and/withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.
- To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
- The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfillment of the terms and conditions of the bid documents. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of Contract at (L-1) price. However, the decision of the authority shall be final during the overall selection process.
- The quoted rates shall not be less than the minimum wages fixed/ notified by the Government of Odisha from time to time and shall include all statutory obligations.
- The service provider shall be liable for all kinds of dues payable in respect of manpower deployed/ provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.
- Duty time shall be fixed by the Authority of Head of the offices concerned.
- The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

**FORM-1**

**TECHNICAL BID**

**FOR PROVIDING MANPOWER SERVICES TO OFFICE OF THE DI & PRO, BOUDH**

01	Name of the Organization	
02	Legal Status	
03	Name of the Manpower Service Provider	
04	Name of the Proprietor/Director	
05	Full Address of Registered Office with Telephone Number, FAX No & Email Address / Website	
06	Name & Telephone No of the Authorized Person to liaise with authority	
07	Registration No. of Certificate of Incorporation & Date	
08	Bank Name of the Manpower Service Provider	Account No., Bank & Branch Name, IFSC
09	PAN (Attach self-attested Copy)	
10	GST Registration No (Attach self-attested copy)	
11	EPF Registration No (Attach self-attested copy)	
12	ESI Registration No (Attach self-attested copy)	
13	No. of years of experience as HR service provider	
14	Date of first assignment as Hr Service Provider	
15	Date of first assignment as Hr Service Provider for Govt. Deptt.	
16	Annual Turn Over	2021-22, 2022-23, 2023-24
17	Details of EMD	Demand Draft No & Date, Amount
18	Details of Tender Cost	Demand Draft No. & Date

Please give details of the major similar contracts handled by the Manpower Service Provider during the last three financial years i.e. 2021-22, 2022-23 & 2023-24 in the following format:

(Please attach separate sheet, if required)

SI No.	Name, address & Telephone Number of the Client	Details of Manpower Service Provided		Amount of Contract (Rs in Lakh)	Duration of Contract	
		Type of Manpower Provided	Number		From	To

Signature of Authorized Signatory with Seal

Full Name:

Place:

Designation:

Date:

Address:

Phone No:

**FORM-02**

**FINANCIAL BID**

FOR PROVIDING MANPOWER SERVICES TO DI & PRO OFFICE, BOUDH

1. Name of the Manpower Service Provider:
2. Rate per person per month inclusive of all Statutory Liabilities& Taxes

SI No.	Manpower Type	Consolidated Remuneration in Rs. Per month	Service Charge	GST 18%	Total Quoted Value
	Group-D on Outsourcing Basis	12,600/-			

3. The Service charges quoted should not be less than 3.85% of the remuneration.
4. The total rates quoted by the Agency should be inclusive of all Statutory Liabilities & Taxes in force at the time of submitting the tender& fixed for the period of contract. No alteration shall be allowed under any circumstances unless and until Government notifies the same
5. The payment shall be made on conclusion of the calendar month only on the basis of no of working days for which duty has been performed by each manpower as per the actual.

Signature of Authorized Signatory with Seal

Full Name:

Place:

Designation:

Date:

Address:

Phone No.

**FORM NO-03**

Document Checklist for Technical Bid

SI No.	Eligibility Compliance Document	Provided (Yes/No)	Page No in the Technical Bid
	Copy of Certificate of Incorporation / Registration/Partnership Deed, MoA/ Bye-laws, etc.		
	Copy of Service Tax Registration Certificate		
	Copy of Income Tax return should submit for the last 3 years with PAN		
	Copy of Labour Registration Certificate		
	Copy of EPF Registration Certificate		
	Copy of ESI Registration Certificate		
	Copy of Audited Balance sheet and Profit & Loss Account as proof of Annual Turnover for the financial years 2021-22, 2022-23 & 2023-24		
	Copy of Income Tax Return for the financial years 2021-22, 2022-23 & 2023-24		
	Copy of Service Tax Return for the financial years 2021-22, 2022-23 & 2023-24		
	Copy of work orders from the client		
	Tender Paper Cost (DD No: _____, Amount: _____, Bank: _____, Date: _____)		
	Earnest Money (DD No: _____, Amount: _____, Bank: _____, date: _____)		

Signature of witness

**Signature of Authorized Signatory with Seal**

Date:

Date:

Place:

Place:

**Form No-04**

**Self-declaration of not being ineligible/ Blacklisted**

On the Letter Head \_\_\_\_\_

I, Sri/Smt. \_\_\_\_\_ aged about \_\_\_\_\_  
years S/o/D/o/W/o Director of \_\_\_\_\_ Proprietor/Partner/  
Director of M/s \_\_\_\_\_ At- \_\_\_\_\_  
Po- \_\_\_\_\_, Ps- \_\_\_\_\_ and Dist.- \_\_\_\_\_ do hereby solemnly  
declare as follows:

1. That pursuant to the tender call notice Boudh at the District level, I/my firm/company am/is an intended bidder to participate in the said tender process.
2. That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Govt. Organization or by any Public Sector undertakings of the State/Central Govt.
3. That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
4. That the facts stated above are true to the best of my knowledge and belief.

**Signature of Authorized Signatory with Seal**

Full Name:

Date:

Designation:

Place:

Address:

Phone No:

**FORM-05**

**DECLARATION FOR EXECUTING TENDER DOCUMENT**

1. I Shri/ Kumari/ Smt. \_\_\_\_\_  
Son/ Daughter/ Wife of Shri.. \_\_\_\_\_ Proprietor/Director,  
am 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 tender application are true and authentic to the best of my knowledge and belief. I/ we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.

**Signature of Authorized Signatory with Seal**

Full Name:

Place:

Designation:

Date:

Address:

Phone No: