

**OFFICE OF THE
COLLECTOR & DISTRICT
MAGISTRATE, BOUDH**

Letter No. 298/OLL&C
Date. 09/07/2025



Telephone :- 06841 - 222203 (O)
06841 - 222204 (F) E-mail :- dm-boudha@nic.in
cultureboudh@gmail.com
Jana Seva Marg,
At/Po :- Boudhgarh, Dist. :- Boudh,
PIN :- 762014

TENDER NOTICE

Sealed tenders are invited from reputed Manpower Agencies/Service Providers to provide 01 no. of Data Entry Operator & 01 no. of Sweeper in District Library, Boudh for a period of 02 years which can be extended for another 01 year subject to satisfactory performance on a contract basis. The engaged of Manpower Agencies/Service Provider Firm shall be made through two Bid systems i.e. Technical & Financial Bid separately. The technically qualified Manpower Agencies/Service Provides Firms can only participate in the Financial Bid.

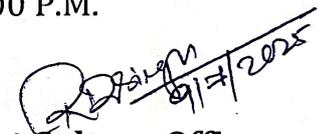
For details please visit our website in www.boudh.odisha.gov.in

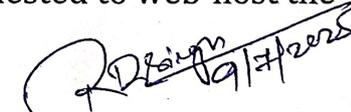
Last date of receipt of Sealed Bid is on 23.07.2025 up to 01.00P.M through Registered/Speed Post only.

Opening of Bid papers is on dated 23.07.2025 at 05.00 P.M.

Memo No. 299 Date: 09/07/2025

Copy to the DEGM, Boudh for information. He is requested to web-host the same in www.boudh.odisha.gov.in.


District Culture Officer,
Boudh
Dist. Culture Officer
Boudh


District Culture Officer,
Boudh
Dist. Culture Officer
Boudh

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. The District Library, Boudh requires the services of reputed, well established and financially sound Manpower Service Provider Firms (hereinafter Manpower Service Provider) to provide DEO & Sweeper on contract basis for day to day official work.
2. The contract for providing the aforesaid Manpower Service is likely to commence after selection of the service provider by the selection committee and would ordinarily continue for a period of one calendar year from the date of execution of agreement.
3. The contract of Service Provider Firm may be extended or curtailed subject to requirement and satisfactory performance by the Firm. The Additional District Magistrate, Boudh, however, reserves the right to terminate this contract at any time after giving Fifteen days' notice to the selected Service Provider.
4. The tentative requirement is of 01 (One) no of DEO & 01 (One) no of Sweeper.
5. The tender document can be downloaded from the official web site of NIC, Boudh i.e. www.boudh.nic.in. The cost of tender paper is Rs. 500/- (Rupees Five Hundred) only payable in shape of DD drawn in favor of District Council of Culture, Boudh.
6. The interested Manpower Service Providers may submit their tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.15,000/-and other requisite documents through Registered / Speed Post by dt. 23.07.2025 up to 01.00 PM in the following address:-

**District Culture Office,
Collectorate, Boudh,
Pin -762014.**

7. The various crucial dates relating to "Tender for providing Manpower Services to the District Library, Boudh is as below.
 - a. Last date and time of receipt of the sealed Tender documents by Speed Post/Registered Post: dt. 23.07.2025 up to 1.00 PM.
 - b. Date and time for opening of
 - (i) Technical Bid: dt.23.07.2025 at 05.00 PM
 - (ii) Financial Bid of eligible Tenders: dt. 23.07.2025 at 6.00 PM
- (C) Likely date for commencement of work: After finalization of tender
8. The sealed tender shall be of two bids system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing. "Technical Bid for providing Manpower Services to District Library, Boudh"

and "Financial Bid for Providing Manpower Services to District Library, Boudh. Both these sealed envelope should be kept in a third sealed envelope super scribing "Bid papers for providing Manpower Services to District Library, Boudh.

9. The bidding Manpower Service providing Firm are required to enclose self attested photocopies of the following documents, along with the Technical Bid. failing which their bids shall summarily be rejected and will not be considered any further:
 - a) Registration certificate of the applicant's organization.
 - b) Copy of PAN/GIR card.
 - c) Copy of the IT returns filed for the last two financial years.
 - d) Copies of EPF and ESI Certificate
 - e) Copy of Service Tax registration Certificate.
 - f) Computation of Income Statements of last two financial years.
 - g) Certified extracts of the Bank Accounts containing transactions during last Financial Year.
 - h) Labour Registration Certificate.
10. Any conditional bids shall not be considered and will out rightly be rejected at the very first instance.
11. All entries in the tender form should be legible and filled up clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or correction is permitted in the Financial Bid Form. In such cases, the tender shall be liable for rejection. However, correction, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
12. The Technical bids shall be opened on the scheduled date and time i.e. at 05.00 P.M on dt. 23.07.2025 in the office of the Additional District Magistrate, Boudh, in the presence of the bidders or their authorized representatives.
13. The Financial Bid of only those bidders shall be opened whose Technical bids are found to be in order. The Financial bids shall be opened at 6.00 PM on dt. 23.07.2025 in the office of Additional District Magistrate, Boudh in the presence of the bidders or their authorized representatives, and anyone who wishes to be present on the spot at that time.
14. The Collector-cum-Chairman, District Council of Culture, Boudh reserves the right to cancel all bids without assigning any reason.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specifications.
 - a. The registered office or branch office of the manpower service providers should be located within the jurisdiction of the Boudh District. The manpower service provider should provide the name, designation and contact number of the person to liaise with.
 - b. They should be registered with the appropriate registering authorities within the District/State.
 - c. They should have at least three year experience in providing manpower to Government Departments/Public Sector/Private Companies.
 - d. They should have their own Bank Account having transaction of at least three financial year.
 - e. They should be registered with Income Tax and Service Tax Department.
 - f. They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance etc.
 - g. They should have any other regulatory clearances as specified by Central & State Govt. from time to time.
 - h. The agency should furnish their Computation of Income Statements for last three financial years.
 - i. The agency should fulfill all the statutory compliance of Finance Department, Government of Odisha as stipulated from time to time. The rate quoted by the firm should be adequate enough to cover all the statutory dues of Government. Any firm quoting nil or abnormally low service charges (less than a whole number), unless otherwise allowed to, will be rejected.
 - j. The selected firm is liable to comply with all the terms and conditions stipulated by Government from time to time during the agreement in force.
 - k. The sealed tender shall be of two bids system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing. "Technical Bid for providing Manpower Services to District Library, Boudh" and "Financial Bid for Providing Manpower Services to District Library, Boudh."

Both these sealed envelopes should be kept in a third sealed envelope super scribing "Bid papers for providing Manpower Services to District Library, Boudh." Three separate envelope one each for Technical Bid, Financial Bid and DD etc shall be made which shall be inserted in one separate envelope super scribing in the top of the envelope "Tender Notice for proving manpower service to District Library, Boudh" and submitted along with the Tender Document by following the above procedure.

1. The Black listed Firm(s) shall out rightly be rejected. An undertaking by bidder should be furnished that, their firm(s) have never been Blacklisted in any district.

TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY SUCCESSFUL
MANPOWER SERVICE PROVIDER IN THE DISTRICT LIBRARY, BOUDH.

1. He/She should be above 18 years of age and not be above 40 years as on the date of agreement.
2. The minimum Educational Qualification for DEO shall be Graduation in any discipline with proficiency in Computers.
3. The candidate shall have functional knowledge of computers and be well versed in MS Office Software and internet. He should also be proficient in other standard packages and applications.
4. The candidate shall have working knowledge of English and Odia on computer.
5. The candidate nominated by the qualifying firm shall be ready to report for work immediately after deployment by Collectorate.

APPLICATION TECHNICAL BID

For Providing Manpower Services to District Library, Boudh.

1. Name of Tendering Manpower Service Provider (Attach Self attested Photo/ID Card/PAN/EPIC/DL/PassPort)_____

2. Details of Earnest Money Deposit: DD No.

of_____

1. Date._____of_____drawn on Bank

2. Name of Proprietor/Partner/Director:

3. Full Address of Registered Office:

4. Telephone No.: _____

5. FAX No. _____

6. E-mail Address. _____

1. Full Address of Operating/Branch Officer:

7. Telephone No.: _____

8. FAX No.: _____

9. E-mail Address: _____

2. Name & Telephone No. of Authorized Officer/ Person to liaise with Field Office (s):

3. Banker of Manpower Service Provider (Attach certified copy of statement of A/c for the last three Financial Year):

4. PAN/GIR No. (Attach attested copy): _____

5. Service Tax Registration No. (Attach Attested copy):

6. EPF Registration No. (Attach attested copy):

7. ESI Registration No. (Attach attested copy):

8. Financial Turnover of the tendering Manpower Service Provider for the last three Financial Year:

Financial	Amount (in lakhs)	Remarks, if any
2021-22		
2022-23		
2023-24		

9. Additional Information, If any (Attach Separate Sheet if space provided in insufficient):

10. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last financial year in the following format.

(If the space provided in insufficient, a Separate Sheet may be attached):

SI. No.	Name of Client, address, Telephone & FAX No.	Manpower Services Provided		Amount of Contract (In lakhs)	Duration of contract	
		Type of manpower provided	No.		From	To

15. Additional Information, If any (Attach Separate sheet, if required):

Date:

Signature of Authorized person

Place:

Full Name:

Seal:

APPLICATION-FINANCIAL BID

For providing Manpower Assistance to District Library, Boudh

1. Name of Tendering Manpower Service Provider:
2. Rate per person per month (8 hours per day) inclusive all statutory liabilities, taxes, levies, cess etc:

Sl. No	Manpower	Monthly Rate Per Person					
		Take Home remuneration	EPF	ESI	Other Statutory dues, if any	Service charge	Total Per person
1	DEO (01)						
2	SWEEPER (01)						

- Minimum take Home Remuneration for Data Entry Operator and Sweeper per person should be Rs. 13,900/- and 12,600/- respectively (excluding employee share of contribution towards and ESI per month for above mentioned posts.

Date:

Signature of Authorized Person

Place:

Full Name:

Seal:

Notes:

1. The total rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.
3. The nominated firm shall produce EPF/ESI statement towards testimony regarding deposit of EPF/ESI of staffs every month only after which bill for the succeeding month shall be processed.

TERMS & CONDITIONS

1. The Agreement shall commence from 01.08.2025 and shall continue till 31.07.2027 unless it is curtailed or enhanced due to deployment, breach of contract etc. or change in requirements.
2. The Agreement shall automatically be terminated dt. 31.07.2027 i.e. expiry of agreement period unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and condition or with some additions/deletions/modification, for a further specific period mutually agreed upon by the Manpower Service Provider and Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract, its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The District Library, Boudh, at present, has tentative requirement of (1) One DEO & (1) One Sweeper at District Library, Boudh on urgent basis. The requirement of the District Library, Boudh, may further increase or decrease marginally, during the period of initial contract and in such eventuality the bidder would have to provide additional manpower, If required on the same terms and condition.
6. The Manpower Service Provider will be bound by the terms and conditions as furnished by it to the Authority while submitting the tender or at any subsequent stage. In case, any of such documents furnished by it, is found to be false at any stage, it would be deemed to be breach of terms of Agreement, making it liable for legal action besides termination of the Agreement.
7. The Authority reserves the right to terminate the Agreement at any time after giving 15 days' notice to the Manpower service provider.
8. The manpower service provider will have to deploy manpower within seven days of signing the agreement.
9. The candidate should have to discharge his duties during working hour. He will attend the office work beyond the office hour & even on Government holidays if required. He/ She would not be paid any extra remuneration for additional work as and when required by District Library. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.

10. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the District Library, Boudh, So that optimal services of the persons deployed could be availed without any disruption.

11. The entire, financial liability in respect of manpower service deployed in the District Library, Boudh or office concerned shall be that of the Manpower Service Provider and the District Library, Boudh & office concerned shall in no way be liable for any lapses. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the District Library, Boudh or Office concerned for reimbursement of Bill of the firm for the succeeding month. If at any point of time it is noticed that the agency paying lesser remuneration to the candidates than the rate quoted, than the agreement shall be terminated and EMD & security etc deposits shall be forfeited forthwith.

12. The payment of remuneration to the manpower has to be through bank account only. No cash payment shall be entertained.

13. For all intents and purposes, the Manpower Service Provider shall be Employer within the meaning of all applicable laws in respect of manpower so deployed. The person deployed by the Manpower Service firm shall not have any claim whatsoever like employer and employee relationship against the District Library, Boudh or any office concerned.

14. The Manpower Service Provider shall be solely responsible for the redressal of grievance or resolution of disputes relating to person deployed.

15. The District Library, Boudh shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions / duties, or for payment towards any compensation.

16. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.

17. In case of termination of this Agreement in its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim whatsoever for any absorption in regular or other capacity in District Library, Boudh or any offices attached to him/her.

18. The person deployed shall not claim any benefit or compensation or regularization of deployment with office under any provision of law. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.

19. The Manpower Service Provider must be registered with the concerned Govt. Authorities, Le. Labour Commissioner, Provident Fund Authorities. Employment State Insurance Corporation etc. and a copy of the same shall be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulation and Abilities) Act. 1970 if any, at his own part and cost.

20. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.

21. The Person deployed by the Manpower Service should have good police records and no criminal case should be pending against them.

22. The person 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 District Library, Boudh or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the person deployed.

LEGAL

23. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws, besides action for breach of contract.

24. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Collectorate, Boudh or office concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Self-Attested photo copies of such documents shall be furnished to the Collectorate, Boudh.

25. The Manpower Service Provider shall maintain all statutory registers under the law and shall produce the same, on demand, to the authority of the District Library, Boudh or office concerned or any other authority under Law.

26. The Tax deduction at source (TDS) shall be done as per the provision of income Tax Act/Rule, as amended, from time to time and certificate to this effect shall be provided by the office concerned.

27. In case, the Manpower Service Provider fails to comply with any liability under appropriate Law and as result thereof, the District Library, Boudh of the office concerned is put to any loss / obligation, monetary or otherwise, the District Library, Boudh or the office concerned will be entailed to get itself reimbursed out of the outstanding bills or the

performance Security Deposit of the Manpower Service Provider, to the extent to the loss or obligation in monetary terms.

28. Agreement is liable to be terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues or for any other reason. The District Library, Boudh or office concerned will have no liability towards non-payment of remuneration to the person employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the District Library, Boudh or office concerned by the person deployed, the same shall be recovered, the same shall be recovered from the unpaid bills or adjusted from the performance Security Deposit.

FINANCIAL

29. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of (refundable without interest) Rs.15,000/- (Rupees Fifty thousand fifty) only in the form of Demand Draft drawn in favour of Collector, Boudh payable at Boudh failing which the tender of the concerned agencies/firms shall be rejected out rightly.

30. The Earnest Money Deposit in respect of agencies/firms which do not qualify the technical Bid (first state) or Financial Bid (Second competitive stage) shall be returned to them without any interest. In case of successful tender, if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.

31. The successful bidder shall have to deposit a Security Deposit of Rs. 35,000/- (Rupees One lakh) only in the form of Fixed Deposit Receipt (FDR)/ Demand Draft issued in favor of District Council of Culture, Boudh payable at Boudh covering the period of contract within seven days of signing of the agreement. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be renewed accordingly by the successful bidder.

32. In case of breach of any terms and condition attached to this agreement the performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.

33. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the District Library, Boudh, in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.

34. The claim in bills regarding Employees State Insurance, provident fund and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill of month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the District Library, Boudh or office concerned.

35. The amount of penalty calculated @Rs.100 per day on account of delay. If any, providing a suitable substitute for the period beyond three working days by Manpower Service Provider shall be deducted from monthly bills in the succeeding month.

36. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

37. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher Authority or controlling officer for his decision and the same shall be binding on all parties.

38. All disputes shall be under the jurisdiction of the court located in Boudh District.

39. The successful bidder will enter into an agreement with Collector-cum-Chairman, DCC, Boudh for supply of suitable and qualified manpower as per requirement of the District Library, Boudh on the above terms and conditions.

DOCUMENTS TO BE PROVIDED WITH TECHNICAL BID

1. Application - Technical Bid
2. Attested copy of registration of agency.
3. Certified copy of the statement of bank account of agency for the last three years.
4. Attested copy of PAN/GIR Card.
5. Attested copy of the last three year IT return filed by agency.
6. Attested copy of the Service Tax registration Certificate.
7. Attested copy of the PF Registration Letter/Certificate.
8. Attested copy of the ESI registration letter/Certificate.
9. Certified document in support of the financial turnover the agency.
10. Certified documents in support of entries in column 13 of Technical bid application.
11. Copy of the terms and conditions at pages 10 to 15 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
12. Income Statements for the last three financial year.

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

1. List of manpower shortlisted by agency for deployment in District Library. Boudh, containing full details ie. date of birth, marital status, address, educational qualifications etc.
2. Bio-Data of all candidates.
3. Any other document considered relevant.

DECLARATION

1. I, _____ Son/ Daughter/ Wife of
Sri _____ Proprietor/ Director/
Authorized Signatory of the Service Provider, mentioned above that, I am competent to sign
this declaration and execute this tender documents.
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 and to the best of my knowledge and belief. I/ We do hereby undertake that
furnishing of any false information / fabricated document would lead to rejection of my
tender at any stage besides accruing of liabilities towards prosecution under appropriate
law.

Place:

Signature of Authorized Person

Date:

Full Name:

Seal: