

DISTRICT RURAL DEVELOPMENT AGENCY: JHARSUGUDA.

(MGNREGS CELL)

No. -X-12-2016 3443 /DRDA Date. 01.12.18

TENDER NOTICE

Sealed tenders are invited from reputed Manpower Agencies/Service Providers to provide 07 (Seven) MGNREGS Assistants (5 nos. for BLOCKS & 2 nos. for DRDA) for handling MGNREGS related works for a period of one year on contract basis. The engagement 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 Provider Firms can only participate in the Financial Bid.

For details please visit our website in www.jharsuguda.nic.in

1. Last date of receipt of Sealed Bid is on **20.12.2018** up to **5.00 PM** through Registered/ Speed Post only.
2. Opening of Bid papers is on dt **21.12.2018** at **11.00 AM**.


Project Director,
DRDA, Jharsuguda

By e-mail

Memo No. 3444 /DRDA

Dt. 01.12.18

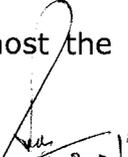
Copy to the Editor "The Samaj" / "The Dharitri" for information. He is requested to publish the above advertisement in their daily in one insertion having 12cm x 10cm size box and furnish bill in duplicate as per I & PR norm to DRDA, Jharsuguda.


Project Director,
DRDA, Jharsuguda
By e-mail

Memo No. 3445 /DRDA

Dt. 01.12.18

Copy to DIO, NIC for information. He is requested to web-host the same in www.jharsuguda.nic.in.


Project Director,
DRDA, Jharsuguda

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. The District Rural Development Agency, Jharsuguda, requires the services of reputed, well established and financially sound Manpower Service Provider Firms to provide **Seven MGNREGS Assistants** (Five Numbers @ 1 per each Block & Two nos. for DRDA i.e. 1(one) for Grievance Redressal Assistant and 1(one) for Social Audit Assistant), on contract basis for day to day official work under MGNREGS.
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 continue up to **(one Year)** from the date of execution of agreement. The contract of Service Provider Firm may be extended or curtailed beyond completion of the contract period subject to requirement and satisfactory performance by the Firm. The DRDA, Jharsuguda, however, reserves the right to terminate this initial contract at any time after giving **Fifteen day's** notice to the selected Service Provider.
3. This DRDA, Jharsuguda has tentative requirement of **07 (Seven)** numbers of Assistants i.e.06 (Six) no. for Grievance Redressal & 01 (one) for Social Audit, Assistant. The requirement may increase or decrease in any/all the categories.
4. The estimated cost of the contract is Rs. 6.80 lakhs (Rupees Six Lakhs & Eighty thousand) only approximately.
5. The tender document can be downloaded from the official web site of NIC,Jharsuguda i.e. www.jharsuguda.nic.in .The cost of tender paper is Rs.1000/-(Rupees One Thousand) only payable in shape of DD drawn in favour of Project Director, DRDA, Jhasuguda payable at any Nationalized Bank at Jharsuguda.
6. The interested Manpower Service Providers may submit their tender document complete in all respects along with Earnest Money Deposit(EMD) of Rs.6,800/- and other requisite documents through Registered/ Speed Post by dt **20.12.2018 upto 5.00 PM** in the following address:-

Project Director,
DRDA, Jharsuguda,
DRDA, Building (Near Collectorate)
At- Beheramal, Po-OMP Line
Jharsuguda, Odisha, PIN-768204.



7. The various crucial dates relating to " **Tender for Providing Manpower Services to the District Rural Development Agency, Jharsuguda**, are as below
- (a) Last date and time of receipt of the sealed Tender documents by Speed Post/Registered Post : **dt 20.12.2018 upto 5.00 PM**
- (b) Date and time for opening of
- (i) Technical Bid : dt21.12.2018 at 11.00 AM
- (ii) Financial Bid of eligible Tenders : dt21.12.2018 at 1.00 PM
- (c) Likely date for commencement of Deployment of required manpower : 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 Rural Development Agency, Jharsuguda**" and "**Financial Bid for Providing Manpower Services to District Rural Development Agency, Jharsuguda**". Both these sealed envelopes should be kept in a third sealed envelope super scribing "**Bid papers for providing Manpower Services to District Rural Development Agency, Jharsuguda**".
9. The Earnest Money Deposit (EMD) of Rs.6,800/- (Rupees Six Thousand & Eight hundred) only refundable (without interest), should necessarily be accompanied with the Technical Bid of the service provider in the form of Demand Draft/ Pay Order drawn in favour of Project Director, District Rural Development Agency, Jharsuguda, **failing which the tender shall summarily be rejected.**
10. The successful bidder shall have to deposit a Security Deposit of Rs.40,000/- (Rupees Fourty Thousand) only in the form of Fixed Deposit Receipt(FDR)/Demand Draft issued in favour of Project Director District Rural Development Agency, Jharsuguda payable at any Nationalized Bank Jharsuguda , 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.
11. 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 applicants organization.
- (b) Copy of PAN/GIR card.

- (c) Copy of the IT return filed for the last three financial years.
- (d) Copies of EPF and ESI certificate
- (e) Copy of Service Tax registration certificate.
- (f) Computation of Income statements of last three financial years.
- (g) Certificated extracts of the Bank Accounts containing transactions during last three Financial years.
- (h) Labour Registration Certificate.

12. **Any conditional bids shall not be considered and will out rightly be rejected at the very first instance.**

13. 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.

14. The Technical bids shall be opened on the scheduled date and time i.e. at **11.00 A.M. on dt 21.12.2018** in the office of Project Director, District Rural Development Agency, Jharsuguda, in the presence of the tenderers or their authorized representatives.

15. The Financial Bid of only those tenderers shall be opened whose Technical bids are found to be in order. The Financial bids shall be opened at **1.00 PM** on dt 21.12.2018 in the office of Project Director, District Rural Development Agency, Jharsuguda in presence of the bidders or their authorized representatives, and anyone who wishes to be present on the spot at that time.

16. The Competent Authority of the District Rural Development Agency, Jharsuguda reserves the right to annul 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 Jharsuguda District. Besides, if the DRDA Jharsuguda procures manpower for deployment in their Field Office, the manpower service provider should provide the name, designation and contact number of the person to liaise with the said Field Office.
 - b. They should be registered with the appropriate registration authority within the District/State.
 - c. They should have at least three years experience in providing manpower to Government Departments/ Public Sector Companies. Preference shall be given to Firm having experience in providing Manpowers to DRDAs.
 - d. They should have their own Bank Account having transaction of at least there F/Y.
 - 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 minimum annual turn-over of the company shall be at least be 5 times of the present contract value i.e.Rs35.00lakhs(Appx)**
 - i. The agency must have executed contracts of similar nature during preceding 3 financial years of value equal to or more than 60% of the estimated cost of the present contract.
 - j. The agency should furnish their Computation of Income Statements for last three financial years.
 - k. 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 abysmally lower service charge i.e. **less than Rs100/-(Rupees One hundred) only shall be liable for rejection without any condition.**

- l. The selected firm is liable to comply all the terms and conditions as stipulated by Government from time to time during the agreement in force.
- m. In case one or more bidder quote(s) the lowest price, draw of lot to nominate the L1 bidder shall be adhered to.
- n. Three separate envelop one each for Technical Bid, Financial Bid and DD/Pay order etc shall be made which shall be inserted in one separate envelop and submitted along with the Tender Document.
- o. The Black listed Firm(s) shall out rightly be rejected and an undertaking to this aspect that their firm(s) have never been Blacklisted in any district shall be furnished along with the Tender document.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY SUCCESSFUL
MANPOWER SERVICE PROVIDER IN THE DISTRICT RURAL DEVELOPMENT
AGENCY, JHARSUGUDA.**

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 Assistants, Grievance Redressal Assistants and Social Audit Assistants shall be Graduation in any discipline with proficiency in Computer.
3. The candidate shall have functional knowledge in computers and essentially well versed in MS Office Software and Internet. He should also be proficient in other standard packages & applications.
4. The candidate shall have working knowledge of English and Odia.
5. Preference to the local candidates with past experience i.e who have performed as Assistants, Grievance Redressal Assistants and Social Audit Assistants in DRDAs/Blocks shall be given. The candidates nominated by the qualifying firm be ready to report for work immediately after deployment.

APPLICATION - TECHNICAL BID

For Providing Manpower Services to District Rural Development Agency,
Jharsuguda

1. Name of Tendering Manpower Service Provider(Attach Self attested photo, /
ID Card/PAN/EPIC/DL/Pass Port) _____

2. Details of Earnest Money Deposit: DD No. _____
Date. _____ of _____ drawn on Bank _____

3. Name of Proprietor /Partner/ Director:

4. Full Address of Registered Office:

Telephone No: _____

FAX No. _____

E-mail Address : _____

5. Full Address of Operating/ Branch Officer:

Telephone No: _____

FAX No. _____

E-mail Address : _____

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

7. Banker of Manpower Service Provider (Attach certified copy of statement of
A/c for the last Three years):

8. PAN/GIR No. (Attach attested copy):

9. Service Tax Registration No. (Attach attested copy):

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

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

12. Financial Turnover of the tendering Manpower Service Provider for the last three Financial Years:

Financial Year	Amount (in lakhs)	Remarks , if any
2015-16		
2016-17		
2017-18		

13. Additional information, if any (Attach Separate Sheet if space provided in insufficient):

14. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format.

(if the space provided is insufficient , a Separate Sheet may be attached):

Sl 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:

Place:

Signature of Authorized Person

Full Name:

Seal:

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.

Signature of Authorized Person

Date:

Full Name:

Place:

Seal:

APPLICATION –FINANCIAL BID

For Providing Manpower Assistance to District Rural Development Agency
Jharsuguda

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

Sl No.	Manpower Type	Monthly Rate per Person						
		Take home remuneration	EPF	ESI	Other Statutory dues, if any	Service Charge	Service Tax	Total Person
1.	Assistant							
2.	Grievance Redressal Assistant							
3.	Social Audit Assistant							

*They take home remuneration for all the posts shall be Rs. 8000/- per month only.

Signature of Authorized Person

Date:

Full Name:

Place:

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 & CONDITION

1. The Agreement shall commence from --- and shall continue till ---(**one year**) 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. --- i.e. expire 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 the Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract, its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The DRDA, Jharsuguda, at present, has tentative requirement of **Seven MGNREGS Assistants**, 5(nos) of Assistants, 1(no) of Grievance Redressal Assistant and 1(no) Social Audit Assistants, on urgent basis. The requirement of the DRDA, Jharsuguda, 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 during initial period also 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 person deployed shall be required to report for work at 10.00 AM in the office of the Project Director, DRDA or such other Officer/offices as may have been kept in charge of the Office Establishment of the Office



- concerned and would leave at 5.00 PM for which he would not be paid any extra remuneration. 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 DRDA, Jharsuguda, 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 DRDA, Jharsuguda or office concerned shall be that of the Manpower Service Provider and the DRDA, Jharsuguda & 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 DRDA, Jharsuguda 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 different Rules and Act 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 DRDA, Jharsuguda, 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. The DRDA, Jharsuguda, shall, in no way, be responsible for
 15. settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service Provider the deployed person can place their grievance before Joint Committee consisting of a representative of the DRDA, Jharsuguda, office concerned and an Authorized representative of the Manpower Service Provider.
 16. The DRDA, Jharsuguda 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.

17. 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.
18. 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 DRDA, Jharsuguda or any offices attached to him/her.
19. The person deployed shall not claim any benefit or compensation or regularization of deployment with office under the provision of rules and Act. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
20. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the same shall be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulation and Abolition) Act. 1970 if any, at his own part and cost.
21. 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.
22. The person deployed by the Manpower Service should have good police records and no criminal case should be pending against them.
23. 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 DRDA, Jharsuguda or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the person deployed.

LEGAL

22. 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.
23. The manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the DRDA, Jharsuguda or office concerned shall have no liability in this regard.
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 DRDA, Jharsuguda or office concerned to the 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 DRDA, Jharsuguda.
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 DRDA, Jharsuguda 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 DRDA, Jharsuguda or office concerned.
27. In case, the Manpower Service Provider fails to comply with any liability under appropriate Law and as result thereof, the DRDA, Jharsuguda or the office concerned is put to any loss/ obligation, monetary or otherwise, the DRDA, Jharsuguda 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. The DRDA, Jharsuguda 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 DRDA, Jharsuguda or office concerned by the person deployed, 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 1% of the contract value refundable without interest i.e. Rs.6,800/-(Rupees Six Thousand & Eight hundred)) only in the form of Demand Draft/Pay Order drawn in favour of Project Director, District Rural Development Agency, Jharsuguda **failing which the tender shall be rejected out rightly.**

30. The Earnest Money Deposit in respect of the agencies which do not qualify the technically Bid (first stage) / Financial Bid (Second competitive stage)s 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.40,000/-(Rupees Forty Thousand) only in the form of Fixed Deposit Receipt(FDR)/Demand Draft issued in favour of Project Director District Rural Development Agency, Jharsuguda payable at any Nationalized Bank Jharsuguda , 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 DRDA, Jharsuguda 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 the 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 DRDA, Jharsuguda or office concerned.
35. The amount of penalty calculated @ Rs. 100 per day on account of delay. If any, in providing a suitable substitute for the period beyond three working days by Manpower Service Provider shall be deducted from its 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 Jharsuguda District.
39. The successful bidder will enter into an agreement with this DRDA, Jharsuguda for supply of suitable and qualified manpower as per requirement of this DRDA, Jharsuguda on the above terms and conditions.

DOCUMENTS TO BE PROVIDED WITH THE 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 latest 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 of 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. Original Demand Draft / Pay Order amounting Rs.5,500/- towards EMD.
13. Computation of Income Statements for the last 3 financial years.



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

1. List of Manpower shortlisted by agency for deployment in District Rural Development Agency, Jharsuguda, containing full details i.e. date of birth, marital status, address, educational qualifications etc.
2. Bio-data of all persons.
3. Any other document considered relevant.