

**TENDER DOCUMENT FOR ENGAGEMENT OF
01(ONE) NO. SSR ASSISTANT FOR ERO, 07-
JHARSUGUDA AC-CUM-SUB-COLLECTOR,
JHARSUGUDA
AND
01 (ONE) DATA ENTRY OPERATOR (DEO) FOR ZONE
OFFICER, MCL-CUM-SUB-COLLECTOR, JHARSUGUDA
IN
SUB-COLLECTOR OFFICE, JHARSUGUDA
THROUGH
SERVICE PROVIDER AGENCY**

Sub-Collector Office, Jharsuguda
At- Jharsuguda Po- OMP Line, Jharsuguda Dist. -Jharsuguda (768204)
Tel: 06645-272788 | Email:subcoljsg@gmail.com

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**Sub-Collector
Jharsuguda**

SUB-COLLECTOR OFFICE: JHARSUGUDA

Notice No...1850..... Dated...24-04-2025

TENDER CALL NOTICE

Notice inviting Tender for award of contract for providing Assistant for SSR in Sub-Collector Office, Jharsuguda & Data Entry Operator (DEO) of Zone officer MCL-cum-Sub-Collector, Jharsuguda

Sub-Collector, Jharsuguda hereby invites Sealed Tenders in the prescribed format from reputed Manpower Service Provider Agencies having registered office located within State of Odisha and possessing valid license, statutory clearance, Service Tax Registration, EPF Registration, ESI Registration and PAN No. for providing services of 1 (One) Assistant for SSR for office of ERO-cum-Sub-Collector, Jharsuguda for a period of 04 months from (till 31.08.2025) (on outsourcing basis) and 1(one) Data Entry Operator (DEO) for Zone Officer, (MCL Works) in Sub Collector's Office, Jharsuguda for one year (on outsourcing basis) and the mode, manner and nature of duties shall be as per the details provided in the Tender Document. The agency should have minimum of three years of experience in providing similar manpower to Government Department, Public Sector Companies/Banks, etc.

The Tender Document can be downloaded from the website of the Collectorate, Jharsuguda (<https://jharsuguda.odisha.gov.in>) or obtained in person from the office of the Sub- Collector, Jharsuguda on payment of non-refundable cost of tender paper amounting to **Rs.500/- (Rupees Five Hundred)** only in the shape of Demand Draft drawn in favour of **Sub-Collector, Jharsuguda** payable at **Jharsuguda** on any working day between 10.00 AM to 01.00 P.M from **23.04.2025** to **08.05.2025**.

The estimated cost of the tender is Rs.2,50,000/- MCL (Rupees Two lakh fifty thousand) only. As per the FDOM No.4939 dated-13.02.2012 bidders are required to furnish the Bid Security of Rs.5,000/- (Rupees Five thousand) only in the shape of Bank Guarantee/ Term Deposit Receipt (TDR) covering the period of contract from any Nationalized Bank drawn in favour of Collector, Jharsuguda along with the Tender Document. The Bid Security will be returned to the unsuccessful bidder after selection of the successful bidder.

The filled in Tender Paper completed in all respect separately for Technical Bid and Financial Bid in separate sealed cover super scribed clearly on the envelope as "Technical Bid for Engagement of Assistant for SSR" & One DEO for zone officer MCL or "Financial Bid for Engagement of Assistant for SSR" as the case may be - both to be placed in a separate cover duly sealed and super scribed on the envelop as "Tender Bid for Engagement of Assistant for SSR" to be submitted By Registered / Speed Post to Sub-Collector, Jharsuguda, Po- OMP Line Jharsuguda, Dist- Jharsuguda, Pin-768204 on or before 11.00 AM by **08.05.2025**(office is not responsible for any postal delay).

Date and time for opening of Tender & Technical Bid(s)	08.05.2025 at 12.30 PM at Sub-Collector, Office, Jharsuguda
Date and time for opening of Financial Bids	08.05.2025 at 12.40 PM at Sub-Collector, Office Jharsuguda

Any clarifications sought for / corrigendum(s) shall be communicated through the website <https://jharsuguda.odisha.gov.in/>

Incomplete and conditional Tender shall be summarily rejected. The Sub-Collector, Jharsuguda reserves the right to reject any or all the Tenders, without assigning any reason thereof.


24/04/25
SUB-COLLECTOR, JHARSUGUDA

**Sub-Collector
Jharsuguda**

Memo. No. 1851 / date: 24-04-2025

Copy along with soft copy of notice and tender document forwarded to the **D.G.M.**, Jharsuguda with a request to host the tender notice and tender document in the official website of Collectorate, Jharsuguda for information of the public and to download by the interested vendor.


24/04/25
SUB-COLLECTOR, JHARSUGUDA

**Sub-Collector
Jharsuguda**

Memo. No. 1852 / date: 24-04-25

Copy to the office Notice Board for information of public.

Copy to Submitted to DEO & Collector, Jharsuguda / All Tahasildars/ All BDOs of Jharsuguda district for information and necessary action. They are requested to publish the Tender Notice on their office Notice Board for information of general public.


24/04/25
SUB-COLLECTOR, JHARSUGUDA

**Sub-Collector
Jharsuguda**

TENDER DOCUMENT

For engagement of 01 Nos. of SSR Assistant to Sub-Collector Office, Jharsuguda & DEO of Zone Officer, MCL-cum-Sub-Collector, Jharsuguda

Tender Schedule

a)	Last Date and time for submission of Tender Document	08.05.2025 by 11.30 AM by Registered/ Speed post / reputed courier services to the Sub-Collector, Jharsuguda At-Jharsuguda, Po-OMP Line, Jharsuguda PIN-768204
b)	Date and time for opening of Tender & Technical Bid(s)	08.05.2025 at 12.30 PM in the Office Chamber of Sub-Collector, Jharsuguda
c)	Date and time for opening of Financial Bids (after evaluation of Technical Bid)	08.05.2025 at 12.40 PM in the Office Chamber of Sub-Collector, Jharsuguda

Note: Late bid shall be out rightly rejected


24/04/25
Sub-Collector, Jharsuguda
Sub-Collector
Jharsuguda

SCOPE OF WORK AND INSTRUCTIONS FOR BIDDERS

1. The services of reputed, well established and financially sound Manpower Service Providers to provide services of Assistant for SSR on contract outsourcing basis for day-to-day SSR related work in ERO Office Home (Elections) Deptt. In the office of the Sub-Collector, Jharsuguda.

SL No	Name of the Office	Name of the post	No. of Assistant for SSR/DEO
1	Sub- Collector, Jharsuguda	Assistant for SSR	1
2	Zone officer MCL-cum-Sub-Collector, Jharsuguda	DEO	1
	Total		2

NB: The detailed address will be shared to the successful bidder

2. The contract for providing the aforesaid manpower shall continue at the above location till 31.08.2025 for SSR Assistant and for a period of 01 year from the date of commencement for DEO of Zone Office, MCL Works functioning at Sub Collector's Office, Jharsuguda. The period of the contract may be further extended provided the requirement of the offices for manpower persists at that time. The period of contract may be curtailed /terminated before completion of contract period owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the office requirements. The Sub-Collector, Jharsuguda, however, reserves the right to terminate the initial contract at any time after giving 15 days' notice to the selected Service Provider.
3. The estimated cost of the contract is Rs.2,50,000/- (Rupees Two lakh fifty thousand) only which includes applicable taxes, statutory dues and service charges. As desired by authority additional man power may be engaged on the same terms & conditions based on requirement. Similarly, man power may be curtailed as per decision of authority.
4. The interested Service Providers shall submit the tender document complete in all respects along with other requisite documents by **08.05.2025 upto 11.30 AM** at the Office of the Sub- Collector, Jharsuguda by Registered post / speed post / reputed courier services for the purpose.
5. The various crucial dates relating to "Tender for Providing Services of Assistant for SSR and DEO post to the Sub-Collector Office, Jharsuguda" are cited as above (Page:5 of this tender document).
6. The tender has been invited under two bid systems i.e., Technical Bid annexed at **Annexure - I** and Financial Bid annexed at **Annexure - III**. The interested bidders are required to submit the bids in two separate sealed envelopes super scribing "Technical Bid for Providing Services of 01 SSR Assistant and 01 DEO to Sub-Collector Office, Jharsuguda" and "Financial Bid for Providing Services of 01 SSR Assistant and 01 DEO to Sub-Collector Office, Jharsuguda ". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for engagement of 01 no. of SSR Assistant for ERO, 07-Jharsuguda AC-cum-Sub-Collector, Jharsuguda and 01 DEO for Zone Officer, MCL-cum-Sub-Collector, Jharsuguda in Sub-Collector Office, Jharsuguda**".
7. All bidders will have to deposit a Non-refundable payment of Rs.500/- (Five Hundred) only as the cost of Tender Paper in shape of Demand Draft of any Nationalized Bank drawn in favour of Sub-Collector, Jharsuguda payable at Jharsuguda along with the Technical Bid.

8. As per the FDOM No.4939 dated 13.02.2012 all bidders will have to deposit a Bid Security of **Rs.5,000/- (Rupees Five thousand) only** in the form of Bank Guarantee / Term Deposit Receipt (TDR) from any Nationalized Bank drawn / pledged in favour of Sub-Collector, Jharsuguda covering the period of contract along with the Technical Bid. The Bid Security Deposit will be returned to the unsuccessful bidders after selection of the successful bidder. The successful bidder will have to deposit a Performance Security Deposit of **Rs.12,500/- (Rupees Twelve thousand five hundred)** (being 5% of the cost of contract) in the shape of Bank Guarantee/ Term Deposit Receipt (TOR) from any Nationalized Bank drawn in favour of Sub-Collector, Jharsuguda covering the period of contract. The successful bidder may deposit the balance amount after deducting the bid security deposited.
9. The interested Manpower Service Providers are required to enclose the Self attested documents as mentioned in Annexure-V along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered.
10. The conditional bids shall not be considered and will be out rightly rejected.
11. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialized 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 **12.30 PM** on **08.05.2025** in the Office Chamber of Sub- Collector, Jharsuguda in presence of the Selection Committee and the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids.
13. The Financial bids shall be opened on the scheduled date and time at **12.40 PM** on **08.05.2025** in the Office Chamber of Sub- Collector, Jharsuguda in presence of the Selection Committee and the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids.
14. The Selection Committee can use its own discretion for selection of the service provider, the decision taken by the Committee shall be final.
15. The Sub-Collector, Jharsuguda reserves the right to reject any or all bids without assigning any reason.

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TECHNICAL REQUIREMENTS FOR THE TENDERING MAN POWER SERVICE PROVIDER

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The tendering manpower service provider agencies should fulfill the following technical specifications:

- (a) The registered office of the manpower service provider agency should be located within the State of Odisha and Branch Office should be within the jurisdiction of anywhere in Odisha. Document in support of Branch Office be furnished viz- Electricity bill, Bank A/c of the firm in the district. Registration Certificate has also been required under Shop and Establishment Act of MPL/ULB or Trade license etc.
- (b) The agency should have been registered with the appropriate registering authority.
- (c) The agency should have at least "three years" experience in providing similar manpower.
- (d) The agency should have own Bank Account.
- (e) The agency should be registered with Income Tax and Service Tax (GST) department.
- (f) The agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- (g) The agency should have any other regulatory clearance (to be specified by the user Department) that may be required for providing man power services.
- (h) The agency should have minimum average annual turn-over of Rs. 10 (Ten Lakh) the financial year, 2021-22, 2022-23 & 2023-24 in providing man power services.
- (i) The agency should have executed contracts of similar type during preceding 3 (three) years i.e. for the financial year 2021-22, 2022-23 & 2023-24.
- (j) The agency should not have any criminal antecedent/ previous unsatisfactory service report/ previously black listed by any organization.

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**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE
SUCCESSFUL MANPOWER SERVICE PROVIDER IN SUB-COLLECTOR
OFFICE, JHARSUGUDA**

1. The Assistant for SSR & DEO for Zone Office, MCL should be above 18 years and not more than 50 years of age.
2. His/her minimum educational qualification must be +2 (intermediate) with computer knowledge of English and Odia typing.
3. Preference should be given to the candidates of Jharsuguda district.
4. He/she Must not have any criminal antecedent. The assistant of SSR and DEO for Zone Office, MCL at the time of his/her engagement shall furnish a self-declaration of not having any criminal antecedent duly verified and certified by the agency to the authority.

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**Sub-Collector
Jharsuguda**

APPLICATION - TECHNICAL BID			
FOR PROVIDING SERVICES OF ASST. FOR SSR AND DEO FOR ZONE OFFICE, MCL IN THE SUB-COLLECTOR OFFICE, JHARSUGUDA			
1.	Name of the Manpower Service Provider		
2.	Details of Demand Draft towards cost of tender paper		
3.	Details of Bid Security (Bank Guarantee/ Term deposit Receipt (TDR) number, date and amount & details of Bank)		
4.	Name of Proprietor/ Partner/ Director (Name of all Directors/Partners)		
5.	Full Address of Registered Office (with PIN Code)		
	Telephone No:		
	Mobile No:		
	FAX No:		
5.	E-mail ID:		
	6.	Full Address of Branch Office (if any)	
	7.	Name, Telephone No/Mobile No/ E-mail ID of Authorized Officer / Person to co-ordinate with Collector, Jharsuguda & Head of Offices concerned	
	8.	Banker of the Manpower Service Provider. (Attached copy of statement of A/c for the last three years)	
9.	PAN No: (Attach copy of the PAN)		
10.	Statutory Registration No: (under License & Contract Labour Act 1970 obtained from Labour Department, Government of Odisha)		
11.	GST Registration No. (Enclose copy of the certificate)		
12.	ESI Registration No.: (Enclose copy of the Certificate)		
13.	Tender Document MR No. for bidders who have procured physically		

14.	Financial turnover & audited balance sheet to be furnished of the Manpower Service Provider for the last 3(three) Financial Year:						
	Financial Year	Amount (Rs. in lakh)		Remarks if any			
	2021-22						
	2022-23						
	2023-24						
15.	Give details of the similar contracts handled by the tendering Man power Service Provider during the last three years in the following form at (if the space provided is in sufficient, a separate sheet may be attached)						
	Sl	Name of client, address, telephone, Fax.	Manpower services provided		Annual Bill amount (In Lakh)	Duration of contract	
		No. and Email ID	Type of man power provided	No.		From	To
16.	Additional information, if any (Attach separate sheet, if required)						

- Copy of the work order / work completion certificate of the bidder attached in bid document.

Date:
Place:

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


Sub-Collector
Jharsuguda

DECLARATION

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

Date:
Place:

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

ANNEXURE - III

APPLICATION - FINANCIAL BID								
FOR PROVIDING SERVICES OF ASST. FOR SSR AND DEO FOR ZONE OFFICE, MCL IN THE SUB-COLLECTOR OFFICE, JHARSUGUDA								
1.	Name of the Manpower Service Provider							
2.	Rate per person per month inclusive of all statutory liabilities, taxes etc. The bidders shall take into account the expenses to be incurred and statutory dues (Income tax, TDS@2% and GST TDS @2% from gross bill etc.) while quoting the service charge							
No	Man power Type	Monthly Rate per Person						
		*Take Home remuneration (Net)	EPF 13%	ESI 3.25%	Total	Service Charge	GST	Total per Person (Gross)
1.	Assistant for SSR							
2.	DEO							

*Minimum take home remuneration of Assistant for SSR is Rs.19700/- per month per person as per Finance Department letter No.30722/F dated 06.11.2021 and GA&PG Deptt. Resolution No.7982/GAD da.07.03.2024

*Minimum take home remuneration of DEO for Zone Office, MCL is Rs.13500/- per month per person.

Date: _____ Signature of authorized person with seal
Place: _____ Full Name:
Telephone No/ Mobile No:
E-mail ID:

Notes:

1. The total rates quoted by the Service Provider should be inclusive of all statutory / tax liabilities in force at the time of entering into contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each manpower.
3. The minimum service charge shall be 3.85% (3 % profit. plus, transaction charges provided that the service charges should not exceed 7% in a case)


Sub-Collector
Jharsuguda

TERMS AND CONDITIONS

GENERAL

1. The Agreement shall be valid for the contract period unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire after completion of contract period unless extended further by the mutual consent of the Manpower Service Provider and Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions/ deletions/ modifications, for a further specific period mutually agreed upon by the Man Power Service Provider and Authority. However, **under no circumstances the manpower/ personnel engaged shall be allowed to continue for more than 5 years, so as to avoid future litigation relating to regularization.**
4. The Man Power Service Provider shall not be allowed to transfer, assign, pledge or sub contract its rights and liabilities under this agreement to any other agency or organizations by whatever name be called without the prior written consent of the Authority.
5. The Sub-Collector Office, Jharsuguda at present, has made the requirement of 01 (ONE) nos. of Assistant for SSR and 01 nos. of DEO in Zone Office, MCL Works on urgent basis as indicated above.
6. The Manpower Service Provider will be bound by the details furnished by the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the agreement and forfeiture of performance Security. Action as deemed proper shall be initiated against the Service Provider Agency.
7. The Authority reserves the right to terminate the agreement at any time during the period of contract after giving 15 days' notice to the Man Power Service Provider.
8. The persons deployed in the Offices besides normal working hours will be called on holidays to attend duty if required in case of urgency. They are entitled for special leave as per FDOM No. 30794 dated 06.11.2021.
9. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the office of the Sub-Collector, Jharsuguda and concerned Head of Offices so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of man power services deployed in the Offices mentioned above shall be that of the Man power Service Provider and neither Sub- Collector Office, Jharsuguda nor Head of Offices concerned will no way be liable. It will be the responsibility of the Man power Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and produce such evidence as may be required by the Sub- Collector, Jharsuguda.
11. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of man power so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against Sub- Collector, Jharsuguda or Head of Office concerned.
12. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. Sub-Collector, Jharsuguda or Head of Office Concerned shall, in no way, be responsible for settlement of such issues whatsoever.

13. The Sub-Collector, Jharsuguda or Head of Office Concerned 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.
14. 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 or after expiry of the Agreement.
15. In case of termination of this agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
16. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office. Undertaking from the person deployed to this effect shall be required to be submitted by the Man Power Service Provider at the time of commencement of such deployment.
17. 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 registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
18. 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 own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Man power Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
19. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them. Police verification of the antecedents of the deployed personnel can be made at the discretion of Collector, Jharsuguda.
20. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the office.
21. The agency must not have been blacklisted by any Central / State Government any other public sector undertaking or any authority during the recent past. An undertaking to this effect shall be furnished by the Bidders as per the prescribed format at FORM T2.

LEGAL

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

and as a result thereof, the Sub-Collector, Jharsuguda is put to any loss/obligation, monetary or otherwise, the Sub-Collector, Jharsuguda will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.

7. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Collector, Jharsuguda will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Offices by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

FINANCIAL

1. The Technical Bid should be accompanied with Bid Security in shape of Bank Guarantee/ Term Deposit Receipt (TDR) for Non- refundable Tender Paper Cost in shape of Bank Draft Rs.500/- (if not deposited) as per Tender Call Notice, failing which the tender shall be rejected out-rightly.
2. The successful bidder will have to deposit a Performance Security Deposit of Rs.5000/- (Rupees Five thousand only) (5% of the cost of the contract) in the shape of-Bank Guarantee/ Term Deposit Receipt (TDR) from any Nationalized Bank drawn in favour of the Authority covering the period of agreement before commencement of the contract. The successful bidder may deposit the balance amount after deducting the bid security deposited. In case, the contract is further extended beyond the initial period, the Performance Security will have to be accordingly renewed by the successful bidder.
3. In case of breach of any terms and conditions attached to the agreement, the Performance Security deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the agreement.
4. The Manpower Service Provider shall raise the bill, in triplicate in favour of Sub-Collector, Jharsuguda along with attendance sheet duly verified by Head of Office Concerned in respect of the persons deployed and submit the same to the prescribed authority within the 3rd day of the succeeding month. As far as possible the payment will be released within the 1st week of succeeding month, subject to availability of funds.
5. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax, etc., should be necessarily accompanied with documentary proof pertaining to the concerned monthly bill. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Sub-Collector, Jharsuguda.
6. The amount of penalty calculated @ Rs.200/- per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from the monthly bills in the succeeding month.
7. The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
8. 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 Government for decision and their decision shall be binding on all parties. The disputes in the matter will be under the jurisdiction of High Court of Odisha.
9. The successful bidder will enter into an agreement with the Sub-Collector, Jharsuguda for supply of suitable and qualified manpower as per requirement approved by Government above on the above terms and conditions before providing services.

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Sub-Collector
Jharsuguda

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Bidder's Covering Letter.
2. Application- Technical Bid along with Declaration as at Annexure-II.
3. Self-attested Copy of Registration of Agency.
4. Self-attested copy of the statement of Bank Account of the Agency for the last 6 (Six) months.
5. Self-attested copy of Aadhar/PAN/GIR Card.
6. Self-attested copy of the latest IT return filed by agency for last 3 (three) years.
7. Self-attested copy of Service Tax registration certificate
8. Self-attested copy of the E.P.F. registration letter/certificate
9. Self-attested copy of the E.S.I registration letter/ certificate
10. Self-attested copy of documents in support of the financial turnover of the agency
11. Self-attested copy of documents in support of entries in column 10-13 of Technical Bid application
12. Self-attested copy of the terms and conditions at pages in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
13. Authorization Certificate of Agency
14. Copy of the document showing at least three years' experience in providing manpower.
15. Self-declaration that the agency is having no criminal antecedent/ no previous unsatisfactory service report/ previously not black listed by any organization.
16. Letter of Authorization for attending Bid Opening.
17. Cost of Tender Paper non-refundable in shape of Bank Draft of Rs.5,00/- (Rupees Five Hundred) only and Bid Security in shape of Bank Guarantee/ Term Deposit Receipt (TDR) of Rs. 5,000/- (Rupees Five thousand) only as per Tender Call Notice.
18. Audited balance sheet for the last 03 (Three) Financial year 2021-22, 2022-23 & 2023-24.

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Sub-Collector
Jharsuguda

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

* * * * *

1. List of Manpower shortlisted by agency for deployment in the Sub-Collector Office, Jharsuguda containing full details i.e., date of birth, marital status, address, educational certificate, criminal antecedent declaration duly verified and certified etc.
2. Bio-data of all persons with Passport size Photograph.
3. Any other document considered relevant.

* * * * *

BIDDER'S COVERING LETTER

To,
The Sub- Collector, Office Jharsuguda

Ref: Tender Notice No _____, dt. _____

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

We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance security deposit as per the conditions mentioned in the contract.

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

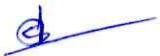
Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement. Tender Paper cost of Rs.500/- (Rupees Five Hundred) only has been submitted in form of D.D. No _____ dated _____ drawn in favour of Sub-Collector, Jharsuguda payable at Jharsuguda.

Dated this _____ Day of _____ (the month and
year) Signature of Authorised Signatory _____

Incapacity of _____

Duly authorized to sign the bid for and on behalf of _____

NB: The downloaded bid document should be accompanied with:
The cost of bid document: Rs.500/-


Sub-Collector
Jharsuguda

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(With Reference to Tender Notice No _____, dt. _____)

To,

The Sub-Collector Office, Jharsuguda

Sub- Authorization for attending bid opening on _____ in the Tender for Manpower Services for 1 No. of Assistant for SSR and DEO for Zone Office, MCL (on outsourcing basis).

Sir,

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

Order of Preference with Name & Specimen Signature

S l.	Name in order of preference	Signature
1		
2		

OR

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

Signature of Authorised Signatory

Seal

Note:

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

FORM-T2

UNDERTAKING

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting]

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

Yours sincerely,

Authorized Signature
[In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:


Sub-Collector
Jharsuguda