

SHORT TENDER CALL NOTICE
FOR
ENGAGEMENT OF 07(SEVEN)
NOs. OF GROUP-D PERSONNEL
IN
CIRCUIT HOUSE, JHARSUGUDA
(UNDER REVENUE ADMINISTRATION)
ON OUTSOURCING BASIS
THROUGH
SERVICE PROVIDING AGENCY

Collectorate, Jharsuguda
At- Jharsuguda PO- OMP Line, Jharsuguda
Dist- Jharsuguda, PIN-768204
Tel: 06645-270070
[e-mail: dm-jharsuguda@nic.in](mailto:dm-jharsuguda@nic.in)
[Website: https://jharsuguda.odisha.gov.in](https://jharsuguda.odisha.gov.in)

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COLLECTORATE, JHARSUGUDA
(NIZARAT SECTION)

Notice No. 18.160 /Niz.,

Date. 01/12/2025

TENDER CALL NOTICE

Notice inviting Tender for award of contract for providing Group-D Manpower at Circuit House, Jharsuguda under Revenue Administration

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 07(seven) nos. of Group-D personnel for deployment in Circuit House, Jharsuguda (under Revenue Administration) for a period of **one year** from the date of coming into force of the contract as would be indicated therein. The contract for supply of 07 nos. of the Group-D personnel (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 Group-D personnel 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 Collectorate, Jharsuguda on payment of non-refundable cost of tender paper amounting to **Rs.1000/- (Rupees One thousand)** only in the shape of Demand Draft drawn in favour of **Collector, Jharsuguda** payable at **Jharsuguda** on any working day between 10.00 A.M. to 5.30 P.M. from **01.12.2025 to 08.12.2025**.

The estimated cost of the tender is Rs.10,58,400/- (Rupees Ten lakh fifty eight thousand four hundred) only per annum excluding applicable taxes, statutory dues and negotiated service charges. As per the FDOM No.4939 Dated.13.02.2012 bidders are required to furnish the Bid Security of Rs.55,000/- (Rupees Fifty five thousand) only in the shape of Bank Guarantee/Term Deposit Receipt (TDR) covering the period of contract from any Nationalised 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 complete 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 Group-D Manpower in Circuit House, Jharsuguda**" or "**Financial Bid for Engagement of Group-D Manpower in Circuit House, Jharsuguda**" as the case may be both to be placed in a separate cover duly sealed and superscribed in the with "**Tender Bid for Engagement of Group-D Manpower**

in Circuit House, Jharsuguda" to be submitted By Registered / Speed Post only to the **Collector, Jharsuguda, PO- OMP Line, Jharsuguda, Dist- Jharsuguda, PIN-768204** on or before 05:30 PM by **08.12.2025** (Office is not responsible for any postal delay).

Date and time for opening of Tender & Technical Bid (s)	09.12.2025 at 11.00 AM at DMF Conference Hall, Collectorate, Jharsuguda
Date and time for opening of Financial Bids	09.12.2025 at 12.00 PM at DMF Conference Hall, Collectorate, 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 Collector, Jharsuguda reserves the right to reject any or all the Tenders, without assigning any reason thereof.


COLLECTOR, JHARSUGUDA

Memo No. 18161 /Niz., Date 01.12.2025.

Copy along with soft copy of notice and tender document forwarded to the District e-Governance Manager, Jharsuguda with a request to host the tender notice and tender document in the official website of Jharsuguda district for information of the public and to download by the interested vendor.


COLLECTOR, JHARSUGUDA

Memo No. 18162 /Niz., Date 01.12.2025.

Copy to the Office Notice Board for information of public / Sub-Collector, Jharsuguda / All Tahasildars / All BDOs / All CDPOs/ All District level Officers of Jharsuguda district for information and necessary action. They are requested to publish the Tender Call Notice on their Office Notice Board for information of general public / service providing agencies.


COLLECTOR, JHARSUGUDA

TENDER SCHEDULE

**For providing 07 Nos. of Group-D Manpower at Circuit House, Jharsuguda
by Manpower Service Provider**

Tender Schedule

(a)	Last Date and time for submission of Tender Document	08.12.2025 by 5.30 PM through Registered / Speed post only to the Collector, Jharsuguda, At-Nizarat Section, Collectorate, Jharsuguda, PO-OMP Line, Jharsuguda PIN-768204 (Odisha).
(b)	Date and time for opening of Tender & Technical Bid(s)	09.12.2025 at 11.00 AM in the DMF Conference Hall, 1 st Floor, Collectorate, Jharsuguda
(c)	Date and time for opening of Financial Bids (after evaluation of Technical Bid)	09.12.2025 at 12.00 PM in the DMF Conference Hall, 1 st Floor, Collectorate, Jharsuguda

Note: Late bid shall be out rightly rejected.


Collector, Jharsuguda

SCOPE OF WORK AND INSTRUCTIONS FOR BIDDERS

1. District Office, Jharsuguda in pursuance to approval of Government in R&DM Department requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of Group-D personnel on contract outsourcing basis for day-to-day work in Circuit House, Jharsuguda as detailed below.

SL No.	Name of the Office	Name of the Group-D post	No. of Group- D personnel to be engaged	Details of training / experience
1	Circuit House, Jharsuguda	Khansama (Cook)	1	Person must have minimum two years experience in cooking in both Indian and continental dishes.
		Kitchen Helper	1	Person must have minimum one year experience in cooking.
		Room Attendant	2	Persons must have prior housekeeping /hospitality training (preferably in hotel/guest house) and should have minimum two years experience.
		Security / Watchman	1	Person must have basic training in security and first aid and should have minimum one year experience.
		Gardener	1	Person must have knowledge of lawn/ plant maintenance and should have minimum one year experience.
		Sweeper	1	Person must have experience in cleaning services in hotel / guest house.
		Total	7	

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

2. The service provider should ensure that, all the staffs must wear uniform with badge name (to be provided by the service provider). The staffs must maintain personal hygiene and polite behavior with guests. Staffs having any misconduct (i.e. rudeness, intoxication, absenteeism) will attract immediate replacement by the Service Providing Agency.
3. Staffs should be able to understand Odia and Hindi language and preferably able to read English language.

4. Staffs must be available from 06.00 AM to 10.00 PM (in shift) and the Watchman will be available from 10.00 PM to 06.00 AM. Any absence in duty must be intimated in advance and the staff should be replaced by the Service providing agency.
5. The service provider must submit monthly attendance, remuneration bill of deployed staffs and work performance report to Nizarat Section, Collectorate, Jharsuguda. Staffs found negligence in duty must be replaced within 24 hours by the instruction of the Collector, Jharsuguda. The service provider is responsible for release of payment to staffs and deposit of ESI, EPF, GST as per Govt. rules.
6. All staffs should carry ID card with them to be issued by the Service Provider. The service provider is liable for loss/damage caused by the negligence of the deployed staffs. The personnel engaged in the post of Watchman should maintain visitor's register and monitor the entry/exit of the guests.
7. Before deployment of staffs, all the staffs must undergo one-day orientation training on hospitality, sanitation, behavior to be jointly organized by the Service Provider and Nizarat Section, Collectorate, Jharsuguda. There will be periodic refresher training in every six months.
8. The Room Attendant must change the linen/towel at the time of exit of guests or in three days during long stay of the guests.
9. The Kitchen Helper must be kept the utensils hygienic and in this regard the FSSAI guidelines to be followed.
10. The Room Attendant must attend during check-in/check-out of guests.
11. The sweeper staff must clean the rooms at least twice on daily basis.
12. The Gardener is responsible to maintain the lawn in every two days in a week and water plants on daily basis.
13. If the services of staffs found unsatisfactory, the Collector, Jharsuguda reserves the right to cancel to terminate the contract within fifteen day's notice. Also penalty may be imposed upon on the following conditions.
 - (i) Absence without replacement
 - (ii) Misbehaviour with guests
 - (iii) Failure to maintain hygiene/cleanliness.
14. The contract for providing the aforesaid manpower shall continue at the above location for a period of **one year** from the date of commencement of service. The period of the contract may be further extended for a further period of another one year provided the requirement of the offices for manpower persists at that time. The period of contract may be curtailed / terminated before completion of one year 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 Collector, Jharsuguda, however, reserves the right

to terminate the initial contract at any time after giving 15 days' notice to the selected Service Provider. **Under no circumstances the manpower/ personnel shall be allowed to continue for more than a period of two years, so as to avoid future litigation relating to regularization.**

15. The Group-D manpower shall be engaged as Khansama (Cook) / Kitchen Helper / Room Attendants / Gardener / Watcher / Sweeper. The placement of 07(seven) Group-D man power will be at Circuit House, Jharsuguda. Any changes there in will be done as per decision of the authority.
16. The contract of service provider shall be terminated if the selected bidder fails to provide the man power having expertise in related field along with additional works that may be assigned to him by the Head of Office concerned / any other authority from time to time as and when required and fails to provide the man power who are in good physical health condition having expertise in the above work and to be vigilant during the silent hours.
17. The estimated cost of the contract is Rs.10,58,400/-(Rupees Ten lakh fifty eight thousand four hundred)only only per annum excluding applicable taxes, statutory dues and negotiated 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.
18. The interested Service Providers shall submit the tender document complete in all respects along with other requisite documents by **08.12.2025 upto 5.30 P.M.** at the Office of the Collector, Jharsuguda by Registered Post / Speed Post only for the purpose.
19. The various crucial dates relating to "**Tender for Providing Services of Group-D post to the Circuit House, Jharsuguda**" are cited as above (Page: 4 of this tender document).
20. 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 Group-D personnel to Circuit House, Jharsuguda" and "Financial Bid for Providing Services of Group-D personnel to Circuit House, Jharsuguda". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Services of Group-D personnel to Circuit House, Jharsuguda**".
21. All bidders will have to deposit a Non-refundable payment of Rs.1000/- (Rupees One Thousand) only as the cost of Tender Paper in shape of Demand Draft of any Nationalised Bank drawn in favour of **Collector, Jharsuguda** payable at **Jharsuguda** along with the Technical Bid.
22. As per the FDOM No.4939 dated.13.02.2012 all bidders will have to deposit a Bid Security of Rs.55,000/-(Rupees Fifty five thousand) only in the form of Bank Guarantee/Term Deposit Receipt(TDR) from any Nationalized Bank drawn/

pledged in favour of **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.55,000/- (Rupees Fifty five thousand) only (minimum 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 **Collector, Jharsuguda** covering the period of contract. The successful bidder may deposit the balance amount after deducting the bid security deposited.

23. 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.
24. The conditional bids shall not be considered and will be out rightly rejected.
25. 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.
26. The Technical Bids shall be opened on the scheduled date and time i.e. at **11.00 AM on 09.12.2025** in DMF Conference Hall, Collectorate, 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.
27. The Financial bids shall be opened on the scheduled date and time at **12.00 PM on 09.12.2025** in the DMF Conference Hall, Collectorate, 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.
28. The Selection Committee can use its own discretion for selection of the service provider, the decision taken by the Committee shall be final.
29. In case of a tie in L1 price, the service providers will be invited to present the details of the organization through power-point presentation and the Tender Committee will finalize the successful bidder/service provider.
30. The 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 undivided Sambalpur district. 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 manpower **particularly for Group-D personnel**.
- (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. 01(One) Crore during the financial year 2022-23, 2023-24 and 2024-25 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 2022-23, 2023-24 and 2024-25.
- (j) The agency should not have any criminal antecedent / previous unsatisfactory service report/previously black listed by any organization.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY
THE SUCCESSFUL MANPOWER SERVICE PROVIDER AT CIRCUIT
HOUSE, JHARSUGUDA
(UNDER REVENUE ADMINISTRATION)**

1. The Group-D personnel should be above 18 years and not more than 50 years of age.
2. Their minimum educational qualification must be 10th standard pass.
3. Preference should be given to the candidates of **Jharsuguda district**.
4. They may have following experience as required for the posts such as :
 - (i) For all the posts of Khansama (Cook) and Kitchen Helper persons must have experience in cooking for minimum two years and one year respectively.
 - (ii) For the post of Room Attendant persons must have experience of minimum two years in the relevant post in hospitality services.
 - (iii) For the posts of Gardner, Security and Sweeper persons must have experience of minimum one year in the relevant posts. For all the posts, the applicant must be in good physical health condition.
 - (iv) Lack of knowledge of the above mentioned works will lead to their immediate disengagement.
 - (v) Persons must not have any criminal antecedent. Each Group-D personnel, at the time of his 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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Annexure – I

APPLICATION - TECHNICAL BID		
FOR PROVIDING SERVICES OF GROUP-D PERSONNEL IN CIRCUIT HOUSE, 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:	
	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				
	2022-23						
	2023-24						
	2024-25						
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. No.	Name of client, address, telephone, Fax. No. & email ID	Man power services provided		Annual Bill amount (In Lakh)	Duration of contract	
			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 :

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 GROUP-D PERSONNEL IN CIRCUIT HOUSE JHARSUGUDA UNDER REVENUE ADMINISTRATION									
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						
	1.	Group-D personnel	*Take Home remuneration (Net)	EPF 13%	ESI 3.25%	Total	Service Charge	GST	Total per Person (Gross)

*Minimum take home remuneration of Group-D Personnel is Rs.12,600/- per month per person as per Finance Department letter No. 30722/F Dtd.06.11.2021 and GA&PG Deptt. Resolution No.7982/GAD Dtd.07.03.2024.

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 any case)

TERMS AND CONDITIONS

GENERAL :

1. The Agreement shall be valid for **one year** 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 one year 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 two 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. Collector, Jharsuguda at present, has made the requirement of **07 (seven) nos.** of Group-D personnel on urgent basis for day-to-day works in Circuit House, Jharsuguda under Revenue Administration as indicated above.
6. The Manpower Service Provider will be bound by the details furnished by into 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 Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the office of the Collector, Jharsuguda and concerned officials of Circuit House, Jharsuguda so that optimal services of the persons deployed could be availed without any disruption.
9. 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 the Collector, Jharsuguda 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 Collector, Jharsuguda.
10. 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 the Collector, Jharsuguda

- 11.** The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Collector, Jharsuguda shall in no way, be responsible for settlement of such issues whatsoever.
- 12.** The Collector, 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.
- 13.** 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.
- 14.** 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.
- 15.** 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.
- 16.** 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.
- 17.** 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.
- 18.** 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.
- 19.** 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.
- 20.** 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 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 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 Collector, Jharsuguda is put to any loss / obligation, monetary or otherwise the 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 Rs.55,000/-(Rupees Fifty five thousand) and Non-refundable Tender Paper Cost in shape of Bank Draft Rs.1000/- (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.55,000/-(Rupees Fifty two thousand nine hundred twenty) only (minimum 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 Collector, Jharsuguda along with attendance sheet duly verified by the official 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 Collector, Jharsuguda.
6. 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 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 District Court, Jharsuguda only.
9. The successful bidder will enter into an agreement with the 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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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 Aadhaar/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 particularly for Group-D personnel.
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.1,000/- (Rupees One thousand) only and Bid Security in shape of Bank Guarantee / Term Deposit Receipt (TDR) of Rs.55,000/-(Rupees Fifty five thousand) only as per Tender Call Notice.
18. Audited balance sheet for the last 03 (Three) Financial year 2022-23, 2023-24 and 2024-25.

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

* * * * *

1. List of Manpower shortlisted by agency for deployment in Circuit House, Jharsuguda containing full details i.e. date of birth, marital status, address, educational certificates, criminal antecedent declaration duly verified and certified etc.
2. Bio-data of all persons alongwith passport size Photograph.
3. Any other document considered relevant.

* * * * *

BID COVERING LETTER

To,
The Collector, 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.1000/- (Rupees One thousand) only has been submitted in form of D.D. No _____ dated _____ drawn In favour of 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.1000/- (Rupees one thousand) only

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

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

To,
The Collector, Jharsuguda

Sub- Authorisation for attending bid opening on _____ in the Tender for Manpower Services for 07 Nos. of Group-D personnel (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

Sl.	Name in order of preference	Signature
1		
2		

OR

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

Signature of Authorized 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 :