



OFFICE OF THE PRINCIPAL: INDUSTRIAL TRAINING INSTITUTE: JHARSUGUDA
Website : www.govtitiijharsuguda.org.in, E-mail : principal_itijharsuguda@rediffmail.com
At-JES Campus Near Badheimunda Chowk, P.O-K.M Road, Dist-Jharsuguda, Pin-768202(Odisha)



No. 491 Dt. 29.04.2026

**Tender Call Notice for providing Multipurpose Manpower services for a period of
One year i.e Dt.01.06.2026 to Dt.30.05.2027**

Sealed Tenders are invited from registered Outsourcing manpower service providers having good track records to provide the Front Desk Management and Watchman-cum-sweeper for a period of one year tentatively from 01.06.2026 to 30.05.2027.


The detailed information for outsourcing the service of aforesaid posts has been given in the Tender Document which may be downloaded from the website www.govtitiijharsuguda.org.in or obtained in person from the Office of the Principal, Govt. ITI, Jharsuguda on any working day from **28.04.2026 to 15.05.2026** between 10 A.M. to 4 P.M. by depositing **Rs. 200/- (Rupees Two Hundred)** only in shape of Cash or D.D. (non-refundable) in favour of Principal, Govt. ITI, Jharsuguda towards the cost of the Tender Document.

The last date and time for submission of Tender document is 15.05.2026 by 05.00PM at Govt. ITI, Jharsuguda, JES Campus, Badheimunda Chowk, Kali Mandir Road, Jharsuguda-768202 by Regd. Post/Speed post only. The office shall not be held responsible for any postal delay. No tender documents shall be received in person or by hand.


28.04.2026
Principal
Industrial Training Institute
Jharsuguda


Memo No. 492 /Date 29.04.2026

Copy to institute notice board/institute web site for information and wide publicity.


28.04.2026
Principal
Industrial Training Institute
Jharsuguda


Memo No. 493 /Date 29.04.2026

Copy forwarded to Principal JES, Jharsuguda/DWO Jharsuguda/DSDEO Jharsuguda/GM DIC Jharsuguda /Collectorate NIC Jharsuguda for kind information with a request to publish this notice in their official website and notice board for wide publication.


28.04.2026
Principal
Industrial Training Institute
Jharsuguda

Memo No. 494 /Date 29.04.2026

Copy submitted to PA to Collector for kind information of Collector & District Magistrate Jharsuguda.


28.04.2026
Principal
Industrial Training Institute
Jharsuguda

GOVERNMENT OF ODISHA

GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, JHARSUGUDA

TENDER DOCUMENT

**For providing Front Desk Management and Watchman-cum-sweeper to Govt. ITI,
Jharsuguda by registered Private Outsourcing Manpower Service Provider**

- (a) Period of issue of Bid Document : 28.04.2026 to 15.05.2026
- (b) Last Date and time for submission of Bid Document. : 15.05.2026 by 5 P.M.
- (c) Date and time for opening of
- (i) Technical Bids : 19.05.2026 at 10.30 AM
- (ii) Financial Bids : 19.05.2026 at 12.30 PM
- (d) Likely date for commencement of deployment of required manpower. : 1st June, 2026

ANNEXURE

TERMS & CONDITIONS OF THE AGREEMENT

1. The Agreement shall commence from 01.06.2026 and shall continue for a period of one year unless it is felt by the authority to curtail or terminate the agreement owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract, regular appointment in these posts by the Government etc. or change in requirements.
2. The Agreement shall automatically expire on 31.05.2027 unless extended further by mutual consent of the Manpower Service Provider and the 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 Manpower Service Provider and the Authority, if the provided services are found satisfactory.
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 manpower service provider will be bound by the details furnished by it, to the authority, while submitting the Bid or at subsequent stage. In case, any of such document furnished by it, is found to be false at any stage, it will be deemed to be a breach of terms of agreement making it liable for legal action besides the termination of the agreement.
6. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days' notice to the manpower service provider without assigning any reason.
7. The person deployed shall be required to report for work as per scheduled time of their duties fixed by the authority and in no case he will be paid extra remuneration beyond duty hours assigned to him. 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.
8. The person deployed will work on Govt. holidays and Sundays with remuneration as per rates approved by this office on attending such duty.
9. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Institute so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower services deployed in the institute shall be that of the manpower Service Provider and the institute will in no way be liable. 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 produce such evidence as may be required by the authority.



- 21.7
11. For all intents and purposes, the Manpower Service Provider shall be the "Employer" with the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the institute.
 12. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The authority shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service Provider, the deployed persons can place their grievance before a Joint Committee consisting of a representative of the institute appointed by the authority and an authorized representative of the Manpower Service Provider.
 13. The authority & staff of the institute 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 the currency or after expiry of the Agreement.
 15. In case of termination of this Agreement on its expiry or otherwise, the person 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 the institute under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
 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 all registration documents 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, if required under the Act.
 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/her own personal reasons or due to any issue. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider.
 19. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
 20. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them. A declaration to that effect is required to be submitted by the Manpower Service Provider.

21. 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 institute. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
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 institute. The Institute 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 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 institute.
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 institute or any other authority under Law.
26. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the institute.
27. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the institute is put to any loss / obligation, monetary or otherwise, the institute 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.
28. 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 institute 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 authorities. If any loss or damage is caused to the institute & hostels concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit and if required the security deposit will be seized.
29. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.



30. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the person appointed by the authority in respect of the persons deployed and submit the same to the authority in the first week of the succeeding month. The payment will be made in the 2nd week of the said succeed month accordingly or as per Odisha Govt. rules amended from time to time.
31. 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 bill month. A requisite portion of the bill or whole of the bill account shall be held up till such proof is furnished, at the discretion of the authority.
32. 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 its monthly bills in the succeeding month.
33. 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 state.
34. 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.
35. The financial bids shall be evaluated on the basis of Least Cost Selection Method.
36. This bidders (Tenderers) participating in this tender process must submit their financial offers (bids) using the exact pricing structure specified in **Table 2 of Resolution no. 7892 /dtd 07.03.2024 of the GA&PG Department, Government of Odisha.**
37. The bidder with lowest evaluated financial bid (L1) would be considered for award of contract. In case, the lowest bidder (L1) is disqualified after selection for any reason then negotiations will be made with the second lowest (L2) bidder for award of the contract at (L1) price. However, the decision of the authority will be final during the finalisation stage.
38. In case, the service charges quoted by One or more than One technically qualified bidders remains the same and tied up, the qualified agency/firm/company/ organization having highest annual average turnover for last three years (2022-23,2023-24 & 2024-25) amongst all qualified bidders and having higher experience would be given preference for selection and considered for award of this contract or through a transparent system of lottery
39. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located



AGREEMENT

The Agreement is made on this _____ day of between The Principal, Govt. ITI, Jharsuguda, here-in-after referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors or assignees of the one part;

And

M/s _____ represented by Sri _____, here-in-after called the "Manpower Service Provider" which expression shall, where the context so requires or admits, also include its successors or assignees of the other part.

Whereas, the "Authority" desires that the services of " _____ " are required in _____;

And whereas the "Manpower Service Provider" has offered its willingness to the same in conformity with the Provisions of the agreement;

And whereas the "Authority" has finalized the rate as per the terms and conditions of the agreement to the "Manpower Service Provider".

Now this agreement witnesses as below:

1. That the Annexure containing the Terms and Conditions shall be deemed to form and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the "Authority" to the "Manpower Service Provider", the "Manpower Service Provider" hereby agrees with the "Authority" to provide personnel to be engaged as " _____ " in the Govt. ITI, Jharsuguda in conformity with the provisions of the Terms and Conditions.
3. That the "Authority" hereby further agrees to pay the "Manpower Service Provider" the contract price at the time and in the manner prescribed in the said Terms and Conditions.
4. That in the event of any dispute that may arise it shall be settled as per the Terms and Conditions of the contract.
5. That this agreement is valid upto 31th May 2027.

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

**Signature of the Manpower Service Provider
/ Officer authorized to sign on behalf of
Manpower Service Provider**

**Signature of the Authority
An officer acting in the premises on
behalf of the Governor of Odisha.**



In the presence of witness:

Witness

1. Name:
Address:

2. Name:
Address:

Witness

1. Name.....
2. Address:

1. Name.....
2. Address:

CONTENTS OF BID DOCUMENT

Sl. No	Description of contents	Page Number
1.	Scope of work and general instructions for service bidders.	10-12
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SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Industrial Training Institute, Jharsuguda requires the services of registered, reputed, well established and financially sound Manpower Service Providers to provide services of watchman-cum-sweeper and watch on outsource basis for day to day work of the institute.
2. The contract for providing the aforesaid manpower is likely to commence from 01.06.2026 and would continue till 31.05.2027 provided the requirement of the institute for manpower persists at that time or may be curtailed/ terminated before 31.05.2027 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the institute's requirements. The Authority, however, reserves the right to terminate this initial contract at any point of time after giving one week's notice to the selected Service Provider.
3. This institute has tentative requirement of 04 (Four) manpower personnel to be deployed on outsourcing basis for the following services.
The revised monthly remuneration of the 04 (Four) personnel to be deployed by the agency as mentioned below shall be as per GA&PG Dept., Govt. of Odisha's resolution no. **7982/dt. 07.03.2024.**
 - a. Front Desk Management (01 No)
 - b. Watchman-cum-Sweeper (03 Nos.)
4. The Manpower Service Providers shall have to furnish the detailed bio-data of the candidates. The Institute Level Selection Committee will select the most suitable person with required qualifications & experience as per the guidelines and terms & conditions of the engagement from amongst bio-data submitted by selected Service Providers.
5. The estimated cost of the contract is approximately **Rs.8.40 Lakh** (Rupees Eight lakh fourty thousand only) approximately only.
6. The interested Outsourcing Manpower Service Providers may submit by Regd. Post/Speed post the Bid document complete in all respects along with Earnest Money Deposit (EMD) of **Rs. 25000/-** (Rupees Twenty-five thousand) only and other requisite documents by 15.05.2026 upto 5.00 P.M. at Industrial Training Institute, Jharsuguda. No Bid document by post or by person shall be entertained after the scheduled date and time. The EMD should be attached with the technical bid in a sealed cover.
7. The various crucial dates relating this "Tender" are cited as under:
 - a) Period of issue of Bid Document : From 28.04.2026 to 15.05.2026
 - b) Last Date and time for submission of Tender : 15.05.2026 by 5.00 P.M.
 - c) Date and time for opening of
 - i) Technical Bid : 19.05.2026 at 10.30 A.M.
 - ii) Financial Bids of eligible Bidders : 19.05.2026 at 12.30 P.M.
 - d) Likely date for commencement of Deployment : 1st June 2026
of required manpower.

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vices of

8. The Tender has been invited under **two bid 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 through Outsourcing basis to Govt. ITI, Jharsuguda**" and "**Financial Bid for Providing Manpower Services through Outsourcing basis to Govt. ITI, Jharsuguda**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Manpower Services through Outsourcing basis to Govt. ITI, Jharsuguda**".
9. The Earnest Money Deposit (EMD) of **Rs.25000/- (Rupees Twenty-five thousand)** only, refundable (without interest), should be necessarily accompanied with the technical Bid of the service provider in the form of Crossed Demand Draft drawn in favour of Principal, Govt. ITI, Jharsuguda **failing which the Bid shall be rejected summarily**.
10. The successful Bidder will have to deposit a Performance Security Deposit of **Rs.50,000/- (Rupees Fifty thousand)** only in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the Principal, Govt. ITI, Jharsuguda, or in the form of Bank Guarantee from any Nationalized Bank in favour of the Principal, Govt. ITI, Jharsuguda covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR/Bank Guarantee will have to be accordingly renewed by the successful Bidder.
11. The tendering Manpower Service providers are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the State Governments/Central Government), along with the Technical Bid, **failing which their bids shall be summarily/out rightly rejected and will not be considered any further**:
 - a) Registration certificate of the applicant 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 certificates;
 - e) Copy of the Service Tax registration certificate;
 - f) Certified extracts of the Bank Account containing transactions during last three years.
 - g) Copy of the GST and recent GSTR certificate.
12. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**
13. All entries in the Bid 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 Bid shall be summarily rejected.** However, the cuttings, 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 in the office room of Principal, Govt. ITI, Jharsuguda, in the presence of the authorized representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
15. The Financial Bid of only those Bidders will be opened whose Technical bids are found in order. The Financial bids shall be opened after opening of the technical bid in the office room of Principal, Govt. ITI, Jharsuguda, in the presence of the authorized representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.

16. The financial bids shall be evaluated on the basis of Least Cost Selection Method.
17. This bidders (Tenderers) participating in this tender process must submit their financial offers (bids) using the exact pricing structure specified in **Table 2 of Resolution no. 7982 /dtd 07.03.2024 of the GA&PG Department, Government of Odisha.**
18. The bidder with lowest evaluated financial bid (L1) would be considered for award of contract. In case, the lowest bidder (L1) is disqualified after selection for any reason then negotiations will be made with the second lowest (L2) bidder for award of the contract at (L1) price. However, the decision of the authority will be final during the finalisation stage.
19. In case, the service charges quoted by One or more than One technically qualified bidders remains the same and tied up, the qualified agency/firm/company/ organization having highest annual average turnover for last three years (2022-23,2023-24 & 2024-25) amongst all qualified bidders and more experience would be given preference for selection and considered for award of this contract or through a transparent system of lottery.
20. The Competent Authority of the Institute reserves the right to annul all bids without assigning any reason.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDERS

1. The manpower service providers should have the following documents and submit the same:
 - a) They should have their registered office or one of their branch offices within the jurisdiction of the user institute.
 - b) They should be registered with the appropriate registration authority.
 - c) They should have at least FIVE years' experience in providing manpower services to Government Departments, Institutes, Public Sector Companies/ Banks, State or Central Govt. institutions, PSUs. (Attach copy of relevant work order & performance certificates).
 - d) They should have their own Bank Account.
 - e) They should be registered with Income Tax and Goods and Service Tax departments.
 - f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - g) They should have any other regulatory clearance that may be required for providing manpower services.
 - h) They should have Minimum average annual turn-over of 50 Lakhs in the last 3 financial years.
 - i) They should have Minimum past performance of 50 Lakhs in the last 3 financial years. Past performance report should be signed by the HR/Head of Office (Authority).
 - j) They should enclose the ISO 9001:2015, 9001:2008 certificate,
 - k) They should have the License to engage the business of Private security Agency certificate,
 - l) They should have the GST registration certificate.
 - m) They should have Last 3 years' GSTR documents.
 - n) They should have Last 3 years ITR, Audit report on Balance sheet and Profit loss account certified and signed by CA.
 - o) The Tendering firms should not have been derecognized/ blacklisted by any State Government/ Government of India/ Union Territory/ Government organizations. Bidder must submit the declaration in Non-judicial stamp paper as per the **(ANNEXURE – III)**

**TECHNICAL REQUIREMENTS FOR THE MANPOWER TO BE DEPLOYED
BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE GOVT. ITI, JHARSUGUDA**

1. She / he should be a citizen of India and be above 18 years and below 40 years of age.
2. The Minimum Educational Qualification and experience of the deployed personnel shall be:

Sl. No.	Name of the Services	Min. Qualification	Experionce of min. 1 yr. in
1	Watchman-cum-sweeper	8 th pass	Watch & Ward, Cleaning & Sweeping, Gardening work
2	Front Desk Management	Graduate with computer knowledge/DCA/PGDCA/equivalent computer knowledge certificate.	Computer knowledge (Word, Excel, Power point, Good Typing Speed, Email, Internet basics, IP configuration, LAN work)

3. She / he should have sound physical & mental health.
4. She / he should not be inebriant.
5. She / he should be able to read, write Odia and English.
6. She / he should have good police records and no criminal case should be pending against them.
7. 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 Institute. Any act of indiscipline on the part of the persons deployed will not be tolerated.
8. The temporary engagement will be valid for one year and may be renewed subject to satisfactory performance of the service provider as well as the personnel engaged, through review and due approval from the Chairman, Governing Body, Govt. ITI, Jharsuguda.
9. The engagement can be terminated at any time without notice and without assigning any reason thereof.
10. In case the deployed person wishes to leave the assignment, he/she is to give one-month notice in advance.
11. Before the engagement, he/she should sign an undertaking in the office of the Principal, Govt. ITI, Jharsuguda in the format prescribed by the Finance Department/ GA & PG Department, Govt. of Odisha.
12. The Deployed person shall be paid a monthly remuneration of **as per the finalized Lowest One (L1) price in the Financial Bid or the finalized rate through negotiation with the Service provider.**
13. No other allowance shall be allowed. Where an employee is engaged for a part of calendar month or remains absent other than on casual leave or other than official duty without the approval of the competent authority, remuneration shall be proportionately reduced, the amount being rounded off to the next higher rupee.
14. Unless the services of the deployed persons are required for any other purpose such as in skill promotion, he/she may be permitted to avail the normal holidays without any deduction in his monthly remuneration.

Handwritten signature

**APPLICATION – TECHNICAL BID
FOR PROVIDING MANPOWER SERVICES THROUGH OUTSOURCING BASIS
TO GOVT. ITI, JHARSUGUDA**

TECHNICAL BID

(to be printed on the company/firm/agency's letterhead)

1. Name of Tendering Manpower Service Provider: _____

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

3. Name of Proprietor / Partner/Director:

4. Full Address of Registered Office: _____

Telephone No. _____
E-Mail Address _____

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

Telephone No. of Banker: _____

6. PAN / GIR No. : _____

7. Service Tax Registration No. : _____

8. E.P.F. Registration No.: _____

9. E.S.I. Registration No.: _____

10. GST registration No.: _____
(Attach attested copies of the above)



11. Financial turnover of the tendering **Manpower Service Provider** for the last 3 Financial years.

Financial Year	Amount (Rs. Lakh)	Average Turnover of last 3 years
2022-23		
2023-24		
2024-25		

12. 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 the client, address, telephone no. & Email	Manpower services provided		Amount of contract (Rs. In Lakh)	Duration of contract	
		Type of manpower provided	Number		From	To

13. Additional information, if any
(Attach separate sheet, if required)

DECLARATION

I _____ Son/Daughter/Wife of
Sri _____ Proprietor/ Director/authorized
signatory of the Service Provider agency and I am competent to sign this declaration and execute
this tender document;

I have carefully read and understood all the terms and conditions of the tender and undertake to
abide by them;

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

Signature of Manpower Service Provider /
Authorized person

Date:
Place:

Name:
Seal :

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

The following documents are to be furnished by the bidder in the Technical Bid. Bidders should carefully read and comply with the notes given below this Table.

Sl. No	Technical Criteria	Details (As per Supporting Documents)
1	Application – Technical Bid	
2	The bidder should provide Self declaration certificate for acceptance of all terms & conditions of the tender documents in original letter head of the firm/ agency.	
3	They should have their registered office or one of their branch offices within the jurisdiction of the user institute.	
4	The firm should be neither blacklisted by any government dept. nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India. declaration in Non-judicial stamp paper as per the (ANNEXURE – III)	
5	The agency must have registered/branch/local office at Odisha for at least 05 (Five) years. (Proof should be submitted) and the agency officials need to visit the client office as and when required.	
6	The bidder should be recognized/registered under the State Govt./Govt. of India for providing Manpower Outsourcing Services. Copy of relevant firm registration certificate should be attached.	
7	The bidder must have minimum Five years of work experience in the similar services (Attach copy of relevant work order & performance certificates).	
8	The Company must be submitted an ISO (9001-2015) ISO 9001-2008 Certificate	
9	The bidder must have served atleast 2 nos. of clients as Manpower Outsourcing Service Provider, particularly at Central or State educational Institutions/University.	
10	The bidder should attach list of Work Order where the similar type of work executed during the last 5 years as detailed below of each year (i) Three similar works of 40% of the estimated cost OR (ii) Two similar works of 50% of the estimated cost OR (iii) One similar work of 80% of the estimated cost	
11	Bidder should enclose the copy of Income Tax Return of last three financial years (2022-2023, 2023-2024, 2024-2025).	



12	The bidder should submit the Audited balance sheet along with Income and Expenditure statement and Profit and Loss Account statement (CA Certified) of last three financial years (2022-2023, 2023-2024, 2024 -2025).	
13	The annual turnover should be submitted of the previous three financial years (2022-2023, 2023-2024, 2024 -2025)	
14	The bidder shall have the following Registrations, and a copy of relevant registration should be attached with the technical bid: <ul style="list-style-type: none"> • PF Registration • ESI Registration • GST Registration • PAN Registration 	
15	The bidder should have a valid license from competent license authority under the provision of contract Labour Act, 1970 and Contract Labour Central Rules, 1971 and submit proof thereof.	

Note: Each Copy of mentioned Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

Date:

Authorized Signatory with Seal

Place:

Name:

Designation:

Contact No:

Email Id:

DECLARATION

1. I _____ Son / Daughter / Wife of
Shri _____ Proprietor/ Director/ authorized signatory
of the Service Provider, mentioned above, am competent to sign this declaration and
execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender
and undertake to abide by them;

3. The information / documents furnished along with the 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.

Signature of Manpower Service Provider /
authorized person

Name:

Seal:

Date:

Place:

APPLICATION – FINANCIAL BID

FOR PROVIDING MANPOWER SERVICES THROUGH OUTSOURCING BASIS
TO GOVT. ITI, JHARSUGUDA

GENERAL

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

Category	Manpower Service Type	Monthly Rate per Person						
		* Take home remuneration	EPF	ESI	Other Statutory dues if any	Service charge	Service tax	Total per person
1	Front Desk Management							
2	Watchman-cum-sweeper							

* Minimum remuneration per Month per person should not be less than the prescribed rate by GA&PG Department, Government of Odisha vide Resolution no. 7982 /dtd 07.03.2024.

Signature of Manpower Service Provider/
authorized person

Name:
Seal:

Date:
Place:

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. This bidders (Tenderers) participating in this tender process must submit their financial offers (bids) using the exact pricing structure specified in **Table 2 of Resolution no. 7982 /dtd 07.03.2024 of the GA&PG Department, Government of Odisha.**

[Handwritten signature]

TERMS & CONDITIONS

GENERAL

1. The Agreement shall commence from 01.06.2026 and shall continue till 31.05.2027 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 on 31.05.2027 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 conditions or with some additions / deletions / modifications, 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 Institute, at present, has tentative requirement of 04 (Four) manpower personnel to be deployed on outsourcing basis for Front Desk Management and Watchman-cum-Sweeper. The requirement of the institute may further increase or decrease also and the service provider would have to provide additional manpower services, if required, on the same terms and conditions.
6. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stages. In case, any of such documents furnished by it 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.
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 person deployed shall be required to report for work as per scheduled time of their duties fixed by the authority and in no case, she/he will be paid extra remuneration beyond duty hours assigned to him. 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.
9. The person deployed may be called on holidays to attend duty for which he/she shall not claim extra remuneration above the rates approved by this office on attending such duty.
10. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the office/authority so that optimal services of the persons deployed could be availed without any disruption.
11. The entire financial liability in respect of manpower services deployed in the Institute shall be that of the Manpower Service Provider and the Institute will in no way be liable. 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 Institute.
12. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Institute.



13. The Manpower Service Provider shall be solely responsible for the redressal of grievances resolution of disputes relating to persons deployed. The Institute shall, in no way, be responsible for 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 a Joint Committee consisting of a representative of the Institute and an Authorized representative of the Manpower Service Provider.
14. The Institute 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.
15. 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.
16. 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.
17. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
18. 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.*
19. 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.
20. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.

***Note: Registration/License under the Contract Labour (Regulation and Abolition) Act, 1970 is applicable to Manpower Service Provider employing more than 20 workmen.**

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

22. 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 Institute. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

23. Every page of the tender paper should be signed by the Manpower Service Provider with seal.

LEGAL:

24. 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 submit undertaking 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.

25. 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 Institute. The Institute shall have no liability in this regard.

26. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Institute 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 Institute.

27. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Institute or any other authority under Law.

28. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the Institute.

29. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Institute is put to any loss / obligation, monetary or otherwise, the Institute 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.

30. 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 Institute 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 Institute by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

FINANCIAL:

31. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest, of **Rs. 25000/-** (Rupees Twenty-five thousand) only in the form of Demand Draft drawn in favour of Principal, Govt. ITI, Jharsuguda failing which the tender shall be rejected out rightly.
32. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second competitive stage) shall be returned to them without any interest. **In case of successful tender, if the agency fails to deploy the required manpower against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.**
33. The successful Bidder will have to deposit a Performance Security Deposit of **Rs.50,000/- (Rupees fifty thousand)** only in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the Principal, Govt. ITI, Jharsuguda, or in the form of Bank Guarantee from any Nationalized Bank in favour of the Principal, Govt. ITI, Jharsuguda covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR/Bank Guarantee will have to be accordingly renewed by the successful Bidder.
34. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
35. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Institute 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 or as per Odisha Govt. rules amended from time to time.
36. 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 bill 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 Institute.
37. 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 its monthly bills in the succeeding month.
38. 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.
39. 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.
40. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
41. The successful bidder will enter into an agreement with this institute for supply of suitable and qualified manpower as per requirement of this institute on the above terms and conditions.

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

1. Agreement of contract
2. List of Manpower shortlisted by agency for deployment in Govt. ITI, Jharsuguda, containing full details i.e. date of birth, marital status, address, educational qualification etc.
3. Bio-data having all requisite documents of all persons in the declaration that the information submitted are true and the said bio-data should be attested by Gazetted Officer.
4. Police verification certificate/Undertaking regarding no criminal cases in their names.
5. Medical certificate regarding the person deployed is not inebriant and has/have sound physical & mental health.
6. Any other document considered relevant.

**SECTION-VIII
(ANNEXURE – III)**

DECLARATION

(To be submitted in shape of Affidavit before the Executive Magistrate)

I/We Sri _____ Managing Partner/ Managing Principal of M/s. _____ having its Registered Office at _____ represented by its Proprietor/ do hereby declare that I/We have carefully read all the conditions of tender notice for award of contract for providing of different manpower to Govt. ITI Jharsuguda for a period of one year on rate contract basis and will abide by with all the terms conditions of the Tender.

I/we declare that I/we have possessed valid registration certificate under Labour Act & Rules/ Employees Provident Fund Act & Rules/ Employees State Insurance Act & Rules & Service Tax Registration Certificate as Manpower Recruitment or Supply Agency.

I/ We do hereby declare that my/ our agency have not been derecognized/ blacklisted by any State Government/ Government of India/ Union Territory/ Government organization.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit or Security Deposit and blacklist the Agency for a period of 1 (One) year, if any information furnished by us proved to be false at any time and not abiding by the tender terms & conditions.

Date:

Signature of the Bidder Name & Address of the Agency

