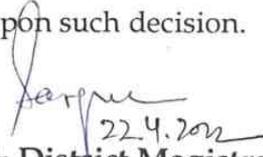




OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, KHORDHA
(SOCIAL SECURITY SECTION)
Email: dssokhurda1@gmail.com

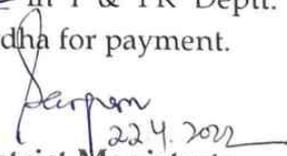
No. 1704 /SS, Dt. 22/04/2022

Sealed Tenders are invited from the intending registered Manpower Service Provider Agencies to provide services of Manpower (As Programme Assistants) on contract basis to implement various MIS works of Social Security Section at District Office and in different Sub-Division/Block/ ULB Offices of Khordha District under SSEPD Department for a period of one year with effect from the date of execution of the agreement on contract. The tender documents for the above purpose containing the terms and conditions, EMD and statutory requirement is available in website www.khordha.nic.in. The advertisement for the said purpose also be published in the Local Newspaper "The Sambad" & "The Hindu". The tender complete in all respect should reach the Office of the District Social Security Officer, Khordha by 1.00 A.M./P.M. on dated. 06.05.22 through Regd. Post/Speed Post only and the tenders will be opened on dated. 07.05.22 at 10.30 A.M./P.M in the Conference Hall of Collectorate, Khordha in presence of the Tender Committee members and the tenderer or their authorized representatives. The tender received beyond the date and time mentioned above shall not be taken into consideration. The Collector, Khordha reserves the right to reject/ cancel/ withdraw/ annul any or all the tenders without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.


22.4.2022
Collector & District Magistrate,
Khordha

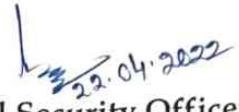
Memo No. 1705 /SS, Dated. 22/04/2022

Copy forwarded to the D.I. & P.R.O, Khordha to inform the Advertising Manager, "The Sambad " and "The Hindu" to give publicity of the Tender Call notice in their daily News Papers by dated. 24.04.2022 in I & PR Deptt. approved rate and submit the Advertisement bill to DSSO, Khordha for payment.


22.4.2022
Collector & District Magistrate,
Khordha

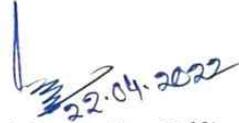
Memo No. 1706 /SS, Dated. 22/4/22

Copy forwarded to the D.I.O, NIC, Khordha for information with an instruction to get the Tender Call Notice and Tender document hoisted immediately in the official website of NIC, Khordha for wide publicity.


District Social Security Officer,
Khordha

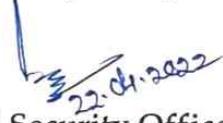
Memo No. 1707 /SS, Dated. 22/4/22

Copy forwarded to the Project Director, DRDA, Khordha/ Sub-Collector, Khordha/Bhubaneswar/ Deputy Commissioner (Welfare), BMC, Bhubaneswar/ All Block Development Officers/ All Executive Officers of ULBs of Khordha District/ All Child Development Project Officers, Khordha District for information and necessary action with an instruction to display the tender notice in the Notice Board of their respective offices for wide publicity.


District Social Security Officer,
Khordha

Memo No. 1708 /SS, Dated. 22/4/22

Copy forwarded to all Collectors/ All District Social Security Officers of the State of Odisha for information and necessary action with a request to display the tender notice in the Notice Board of their respective offices for wide publicity.


District Social Security Officer,
Khordha

Tender documents for Manpower Service Provider Agencies to provide services of Manpower (as Programme Assistant) to implement various MIS works of Social Security at District office and in different Sub-Division/Block/ULB Offices of Khordha District under SSEPD Deptt..

Sealed Tenders are invited from the intending registered Manpower Service Provider Agencies to provide services of Manpower (As Programme Assistants) on contract basis to implement various MIS works of Social Security Section at District Office and in different Sub-Division/Block/ ULB Offices of Khordha District under SSEPD Department for a period of one year with effect from the date of execution of the agreement on contract. The tender documents for the above purpose containing the terms and conditions, EMD and statutory requirement is available in website www.khordha.nic.in. The tender complete in all respect should reach the Office of the District Social Security Officer, Khordha by 1.00 A.M./P.M. on dated. 06.05.2022 through Regd. Post/Speed Post only and the tenders will be opened on dated. 07.05.2022 at 10.30 A.M./P.M in the Conference Hall of Collectorate, Khordha in presence of the Tender Committee members and the tenderer or their authorized representatives. The tender documents should be accompanied with a non-refundable payment of Rs.5,000/- (Rupees five thousand) only in shape of Demand Draft in favour of the District Social Security Officer, Khordha payable at Khordha along with Technical Bid and Financial Bid failing which tender shall liable to be rejected. The tender received beyond the date and time shall be liable for rejection.

GENERAL INSTRUCTIONS FOR BIDDERS

1. The Collector, Khordha (herein after called "Authority") requires the services of intending outsourcing Manpower Service Provider Agency to provide service of 19 nos. of Programme Assistants who will be engaged in the District Office (Social Security Section)/ different Sub-Divisions/ Blocks/ULBs to implement various day to day MIS works of Social Security section in the District Office (Social Security Section)/ different Sub-Divisions/ Blocks/ULBs of Khordha District under SSEPD Department on contract basis.
2. In addition to that, 6 no's of Security Guards deployed at Integrated Infrastructure Complex, Khudupur, Jatni , 1 no. of Head Clerk at O/o DSSO, Khordha, 1 no. of Date Entry Operator(DEO) at District Medical, Khordha for

generation and issue of of UDID certificate and 1 no. of Clerk-cum-Store Keeper at DDRC, Khordha.

3. The contract for providing the aforesaid Manpower is likely to commence from the date of placing of order for a period of one year unless it is curtailed or terminated by the authority owing to inefficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements. The period of the contract may further be extended with mutual consent of the Manpower Service Provider and the authority on the existing terms and conditions or with some additions/deletions/modifications as per the requirement of the Office. The Collector, Khordha, however reserves right to terminate this initial contract at any time after giving one month notice to the selected Manpower Service Provider.
3. The estimate cost of the contract is Rs. 53,02,440/- out of which, Rs.38,88,768/- (Rs.17,056/-x 19 no of manpower to be deployed x 12 months) as per Letter No. 8120/SSEPD, dated. 30.10.2021 of Govt. in SSEPD Deptt., Odisha, Bhubaneswar, Rs.10,40,760/-(Rs.14,455/-x6 no. of Security Guards to be deployed at IIC, Khudupur, Jatnix12 months), Rs.1,20,000/-(Rs.10,000/-x remuneration of 1 no. of Head Clerk at DSSO Officex12 months),Rs. 1,08,456/-(Rs.9,038/-x1 Data Entry operator working at DHH, Khordhax12 months) and Rs.1,44,456/-(Rs.12,038/-x 1 no. of Clerk-cum-Store Keeper working at DDRC, Khordhax12 months).
4. The interested "Manpower Service Providers" may submit the tender documents complete in all respects in a sealed cover along with a non-refundable payment of Rs. 5,000/- (Rupees five thousand) only in shape of Demand Draft in favour of the District Social Security Officer, Khordha payable at Khordha and other requisite documents to the Office of the District Social Security Officer, Khordha by 06.05.22 before 1.00 A.M./P.M. through speed/registered post only.
5. The tender will be opened on 07.05.22 at 10.30 A.M./P.M. in the Conference Hall of Collectorate, Khordha in presence of the District Level Tender Committee constituted for this purpose and the Tenderers or their authorized representatives.
6. The tenderer has to give the Earnest Money Deposit of Rs.25,000/- (Rupees twenty five thousand) only at the time of submission of tender. The EMD of the unsuccessful tenderer shall be refunded after finalization of tender

whereas the EMD of successful tender shall be adjusted against Performance Security Deposit.

7. The interested Manpower Service Providers are advised to submit all documents to the address of the District Social Security Office, Khordha in **two separate sealed envelopes super scribing "Technical Bid for providing Manpower Services" and "Financial Bid for providing Manpower Services". Both sealed envelopes should be placed in a third sealed envelope super scribing "Tender for providing Manpower Services"**.
8. The tendering Service Providers are required to enclose photocopies of the following documents (duly self-attested) failing which their bids shall be summarily rejected and will not be considered any further:
 - a) Copy of the GST Registration Certificate of the Service Provider issued by the Competent Authority.
 - b) Copy of PAN Card
 - c) Copy of EPF registration Certificate.
 - d) Copy of ESI registration certificate.
 - e) Copy of the Service Tax registration certificate.
 - f) Copy of the Labour License/Registration under the Contract Labour (Regulation & Control) Act, 1970.
 - g) Copy of the statement of Bank Account of the Manpower Service Provider showing transaction for last three years..
 - h) Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory in token of their acceptance.
 - i) Copy of Annual turnover of the Service Provider for last 03 consecutive financial years duly authenticated by Chartered Accountant.
 - j) Copy of the I.T. Return filed for the last three financial years i.e. 2018-19, 2019-20 and 2020-21.
 - k) An undertaking regarding the genuineness of the Manpower Service provider, that it is not Blacklisted.
9. The conditional bids shall not be considered and will be out rightly rejected in the very first instance. E-mail/Fax bids will be summarily rejected.
10. 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 cuttings, if any, in the Technical Bid Application must be initialled by the person authorized to sign the tender bids.

11. First of all the bids will be opened by the members of the Committee/Officers in presence of the authorized representatives, scrutinized and shortlisted as per the required documents. The Financial bids shall be opened in the presence of the Tenderer/authorized representatives of the intending Service Providers who qualify in the Technical bid only and selection of Service Provider will be made on the basis of the experience in providing Manpower to other Govt., Deptt., /Corporate Body/Public Sector/Companies/Agency etc and the average turnover within the last three consecutive years. If more than one service provider will have the same rate/service charge quoted, selection will be made basing on the experience, annual turnover of the Service Provider.
12. Collector, Khordha reserves the right to annul all bids without assigning any reason.
13. The Authorized signatory shall submit the letter of authorization.
14. There shall not be less than the minimum remuneration fixed/notified by the Finance Department / SSEPD Deptt., Government of Odisha and shall include all statutory obligations. The Service Provider shall be liable for all kinds of dues payable in respect of the personnel provided under the contract and the Collector, Khordha shall not be liable for any dues for availing the services of the personnel. The monthly bills will not be released until the Service Provider produces proof of up to date payment of EPF & ESI contribution.
15. All documents submitted shall be consecutively numbered having signature of the authorized signatory on each page and the total number of pages shall be mentioned on the top sheet duly signed by the authorized signatory. In case the tender document is signed by the authorized signatory, a copy of the power of Attorney/Authorisation may be enclosed along with the tender.
16. The Service Provider should have at least three years of experience in providing manpower to Govt. Departments, Public Sector Companies/Banks, etc.

17. The minimum Eligibility Criteria of Programme Assistants will be as follows:

Eligibility criteria of Programme Assistant:-

- i. He/ She must be a Graduate in any discipline with PGDCA/ equivalent having 21-32 years of Age (in case of the candidates having prior experience in Govt. Offices, their previous engagement time period shall be taken into consideration as relaxation age)
- ii. He must have correct typing speed more than 40wpm & knowledge of MS Office, Internet related activities such as, online Acquaintance generation, Aadhar Seeding, Digitization, Bank account updation and e-mail transmitting activities.
- iii. The candidate must have working knowledge in English and Odiya.

Desired requirement for priority

- i. He/she must be physically fit and should be willing to work even in odd hours as and when required by the Authority, considering the seriousness of the work.
 - ii. Candidates having prior working experience in Govt. sector may be preferred.
19. Collector, Khordha reserves the right to call for any document in original including the Bank account to verify the authenticity of the documents.

GENERAL TERMS & CONDITIONS

1. The agreement shall commence w.e.f. the date of effectiveness of the agreement 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 effectiveness of the agreement commences w.e.f. the date when the total manpower required is provided.
3. The Agreement shall be for one year unless extended further by the mutual consent of the Service Provider and the Authority concerned.
4. 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 concerned.
5. The 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.
6. The requirement of required Manpower by Collector, Khordha may further increase or decrease during the period of initial contract and the Tenderer would have to provide additional/ less manpower services accordingly on the same terms and conditions.
7. The Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of agreement making it liable for legal action besides termination of the Agreement.
8. The Authority reserves the right to terminate the Agreement during initial period also after giving 01 month prior notice to the Manpower Service Provider.
9. The person deployed shall be required to report for work at 10.00 AM before his/her immediate authority or such other Officer as may have been kept in charge of the Office Establishment of the Office concerned and will leave at 5.30 PM and may also require to work beyond 5.30 PM for which she/he would not be paid any extra remuneration. In case, the person deployed remains absent

on a particular day or comes late/leaves early on 'three occasions, proportionate deduction from the remuneration for that day will be made.

10. The entire financial liability in respect of Manpower services deployed in the District Office, Khordha or Office concerned shall be that of the Service Provider and the Office concerned will in no way be liable. It will be the responsibility of the Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid.
11. The payment of remuneration to the Manpower shall be made through Bank Account only. No cash payment shall be made.
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 Collector, Khordha or Offices concerned where he/she deployed.
13. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Collector, Khordha shall in no way be responsible for settlement of such issues whatsoever.
14. The Authority 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. 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 persons deployed by the Manpower Service Provider shall not claim any benefit or compensation or absorption or regularization of deployment with Office under the provision of rules and Acts during the prevailing period or after expiry of the Agreement. Undertaking from the person deployed for the purpose shall be required for submission during joining of employee 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 the copies of all the certificates should be submitted as token of record.

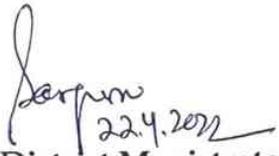
18. In the event of any engaged personnel being on leave/absent, the service provider shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the agency shall make provision for leave reserve and provide the same under intimation to the concerned authority.
19. The persons deployed by the Service Provider should have good record and no criminal case should have pending against them.
20. The persons deployed should be polite, cordial and efficient while handling the assigned work and their performances should promote goodwill and enhance the image of the offices concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
21. The Programme Assistants 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 maintain confidentiality on the records of the Government breach of which may put to action for breach of contract.
22. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Office concerned, to the concerned tax collection authorities from time to time as per the rules and regulations in the matter. Self-attested Xerox copies of such documents shall be furnished to this office.
23. The Service Provider shall maintain all statutory registers under the Law and shall produce the same on demand to the authority or any other authority under Law.
24. The Tax deduction at Source (T.D.S.), if applicable, shall be done as per the provisions of Income Tax Act and GST/ Rules as amended from time to time.
25. In case, the Service Provider fails to comply with any liability under appropriate law and as a result thereof, this Office or the offices concerned is put to any loss / obligation, monetary or otherwise, the office concerned will be entitled to get itself reimbursed out of the outstanding bills of the Service Provider to the extent of the loss or obligation in monetary terms. If any loss or damage is caused to the District by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the security deposit.

26. 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. This Office 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.
27. The decision of Collector, Khordha in respect of the Terms & Conditions which will be laid in the Agreement shall be final and binding on the Service Provider.

FINANCIAL BID

28. The Bid should be accompanied with non-refundable payment of Rs.5,000/- (Rupees Five Thousand only) in shape of Demand Draft in favour of the District Social Security Officer, Khordha payable at Khordha failing which the tender shall be rejected out rightly.
29. The successful tendered will have to deposit a performance security amount of **Rs.5,00,000/-(Rupees five lakh)** only in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency hypothecated to the DSSO, Khordha covering the period of contract. In case, the contract is further extended beyond initial period, the FDR will have to be accordingly renewed by the successful tenderer. The above security amount will be returned to that successful tendered without any interest when the tender period will completely be over subject to non-violation of any of terms and conditions. In case 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.
30. The Service Provider shall raise the bill in triplicate to DSSO, Khordha in respect of the persons deployed.
31. The Service Provider shall be solely responsible for compliance to the provisions of various labour and industrial laws such as wages, allowances, compensations, EPF & ESI etc. relating to personnel deployed by it or for any accident caused to them and the Collector, Khordha shall not be liable to bear any expense in this regard. The Service Provider shall make payment of remuneration/ wages of a month to the personnel engaged by it by first week of the succeeding month.

32. 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.
33. 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.
34. All disputes shall be under the jurisdiction of the court of law.
35. The successful bidder will enter into an agreement with the DSSO, Khordha for supply of suitable and qualified manpower as per requirement on the above terms and conditions.


Collector & District Magistrate,
Khordha

DECLARATION

1. I, Sri/Smt.....; Son/ Daughter / Wife of Shri..... Proprietor/ Director/ Authorized Signatory of the Service Provider mentioned above as 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;
4. 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 authorized person.

Date-

Name-

Place-

Seal

APPLICATION - TECHNICAL BID

(For providing Manpower Services to District Social Security Office, Khordha under 55EPD Deptt.)

1. Name of Manpower Service Provider: _____
2. Status (Proprietor/Partner/Director): _____
3. Details of Earnest Money Deposit: DD No./Date _____
4. Details of Non-refundable of Rs.5000/-
DD No. _____ Date. _____
5. Full Address: _____
Office: _____
Telephone No.: _____
FAX No. _____
E-Mail Address _____
6. Full Address of Operating/: _____
Branch Officer _____
Telephone No.: _____
FAX No. _____
E-Mail Address _____
7. Name & Mobile No. of the authorized Officer/person to liaison with Field Office (s): _____
8. Bank of Manpower Service Provider(Attach certified copy of statement of A/c for last 3 years) _____
9. PAN No. _____
10. Service Tax Registration No.: _____
11. E.P.F Registration No.: _____
12. E.S.I Registration No.: _____
13. Labour license, License from competent authority for Security & Registration under the Contract Labor (Regulation & Control) Act, 1970 (Self attested copies of all such documents be attached).
14. Experience Certificate in providing manpower to Govt. Deptt. / Public Sector Companies/ Agencies (self-attested copies of experience certificate be attached).
15. Copy of I.T return for last 03 financial years _____
16. Financial turnover of the Service Provider for last 3 consecutive financial years.

Financial Year	Amount (In Lakh)	Remarks if any
2018-19		
2019-20		
2020-21		

Date:

Place:

Signature of the authorized person
Name & Seal

APPLICATION - FINANACIAL BID

[For Providing Manpower Services to District Social Security Office, Khordha under SSEPD Deptt.]

1. Name of the Manpower Service Provider:

2. Rate per person per month inclusive of all statutory liabilities taxes levies & cess may not exceed Rs.17,056/-:

Sl.No	Manpower Type	Monthly Rate per Person						
		* Take Home Remuneration	EPF (amount & %)	ESI (amount)	Service Charges/	GST	Other statutory dues (if any)	Total Per person
1.	Programme Assistant							

'Minimum Take Home Remuneration per Person per month for Programme Assistant should be Rs.12, 262/- (Rupees Twelve Thousand Two Hundred and Sixty Two) only.

Should not quote service charges extraordinary less in such case the bid may not be entertained.

Services Charge Quoted less than Rs.1.00 will be counted as Rs.1.00 and also not be quoted any fraction of rupees.

Date:

Signature of the authorised signatory

Place:

Name:

Seal:

Notes:

1. The total rates quoted by the Service Provider (Tendering Agency) should be inclusive of all statutory/ taxation/ liabilities in force at the time of entering into the contract. The Authority will have no liability in relation to any statutory or dues.
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.