

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KHORDHA
(ST & SC Development and M & BC Welfare SECTION)**

No. 113 / Estt. Dated 13/01/2024

TENDER CALL NOTICE

Sealed Tenders are hereby invited in the prescribed format from reputed Registered Manpower Service Provider Agencies having registered office located within State of Odisha and possessing valid license, statutory clearance, GSTN registration, EPF Registration, ESI Registration and PAN No. for providing **Manpower Service**, in Post-Matric OBC & Minorities Hostels at Gothapatna, Bhubaneswar of Khordha district as mentioned below for a period of one year from the date of commencement of agreement as would be indicated therein. The contract for supply of Manpower on outsourcing basis. The details of duties to be assigned are mentioned in the tender document.

The tender documents can be downloaded from the website www.khordha.nic.in. **Bidder** must submit tender paper cost of Rs. 2, 000/- (Rupee Two Thousand Only) non-refundable in shape of Demand draft only drawn in favor of "District Welfare Officer, Khordha" Payable at Khordha. The last date of submission of Tender paper is **30.01.2025 by 5.30 PM by Register Post or Speed post**. The Office is not responsible for any Postal delay. Incomplete applications and applications received beyond the dateline shall be rejected without assigning any notice.

The technical and financial bid will be opened in the Conference Hall of Collectorate, Khordha in presence of the Selection Committee and the Proprietor or authorized representatives of the Manpower Service Provider firm as per the following program:

- (i) **Date of opening of Technical Bid: 31.01.2025 at 11.00 AM**
- (ii) **Date of opening of Financial Bid: 31.01.2025**
(After completion of Technical Bid)

Incomplete and conditional Tender shall be summarily rejected. The authority reserves the right to reject any or all the tenders, without assigning any reason thereof. The bidders should have at least three years of experience in providing manpower particularly Asst. Hostel Superintendent, Hostel Warden, Support / House Keeping Staff, Security Guard, Cook-cum Attendant (Male) to Government Department. The authority reserves the right to relax any of the provisions of the tender Document in case of exigency. The detailed terms and conditions and list of documents to be submitted is available in our website www.khordha.nic.in. The tender document of the bidders having criminal antecedents, previous unsatisfactory service reports and being previously black listed, shall be summarily rejected.

By Order of the Collector, Khordha


District Welfare Officer, Khordha

TENDER DOCUMENT

FOR

HIRING OF MANPOWER SERVICE PROVIDER FOR PROVIDING SERVICE OF ASSISTANT HOSTEL SUPERINTENDENT, HOSTEL WARDEN, SUPPORT STAFF, HOUSE KEEPING STAFF, SECURITY GUARD, COOK CUM-ATTENDANT IN POST MATRIC OBC & MINORITIES HOSTELS AT GOTHAPATNA, BHUBANESWAR

SECTION I

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The District Welfare Officer, Khordha on behalf of Collector & District Magistrate, Khordha requires the service of reputed, well established, financially sound, and registered Manpower Service Provider to provide services of Asst. Superintendent and Warden, Support Staff, House Keeping Staff, Cook-cum Attendant, Security Personnel to manage the day-to-day hostel management of OBC & Minorities Hostels at Gothapatna Bhubaneswar.
2. The contract for providing the aforesaid manpower will be for a period of one year from the date of effectiveness of contract. The period of the contract may be further extended provided the requirement of the client for manpower persists at that time or may be terminated owing to deficiency in service or because of change in the department's requirements. The department, however, reserves right to terminate this initial contract at any time after giving 15 days' notice to the selected Service Provider.
3. DWO has the tentative requirements of the manpower as specified below:
 - i. Assistant Hostel Superintendent: 02 (Two) (Male)
 - ii. Hostel Warden: 02 (Two) (Male)
 - iii. Support Staff: 02 (Two) (Male)
 - iv. Housekeeping Staff: 12 (Twelve) (Male)
 - v. Security Personnel: 06 (Six) (Male) (@8 hourly basis)
 - vi. Cook cum Attendant: 24 (Twenty-four) (Male)
4. The requirements are TENTATIVE and may increase / decrease in any / all the categories. The eligible bidders, those have the capability of providing both types of manpower as per the prescribed technical parameters in the tender document, are allowed to participate in the selection process. Part bids will not be taken into consideration.
5. The interested Manpower Service Providers should submit the tender document complete in all respects along with **Earnest Money Deposit (EMD) of Rs. 50, 000/- (Rupees Fifty Thousand Only)** in shape of Demand Draft through Speed Post / Registered Post to reach office of the District Welfare Office, Old Collectorate, Khordha, PIN 752056, by **22.01.2025** (up to 5:30 P.M). The authority will not be responsible for any postal delay. Email / Fax / Late Bids will be summarily rejected.
6. The Tender will be opened on **24.01.2025** at 11:00 A.M in the Conference Hall of Collectorate, Khordha in the presence of the bidder or their authorized representative. The Financial Bid of only those bidders will be opened whose technical bids are found Responsive.

7. 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 to District Welfare Officer, Khordha" and "Financial Bid for providing Manpower Services to District Welfare Officer, Khordha". Both sealed envelopes must be kept in a sealed third envelope super-scribing "Tender Document for providing Manpower Services to District Welfare Officer, Khordha".
8. An **Earnest Money Deposit (EMD) of Rs. 50, 000/- (Rupees Fifty Thousand only)**, refundable (without interest), should necessarily be accompanied with the technical bid of the tender in the form of Demand Draft drawn in favor of "District Welfare Officer, Khordha" payable at any of the nationalized bank at Khordha, failing which the tender application shall be out rightly rejected.
9. The successful bidder will have to deposit a **Performance Security Deposit of 10% of the Contract Value** in the form of Bank Guarantee from any of the Nationalized Bank in Khordha in favor of "District Welfare Officer, Khordha" covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful bidder.
10. The Bidders are required to enclose **Certified Photocopies** of the following document, duly attested by the Agency / Proprietor, along with the Technical Bid, failing which their bids shall be out rightly rejected and will not be considered any further:
 - (i) Registration Certificate of the Applicant Organization
 - (ii) PAN Card and Aadhaar
 - (iii) IT Returns for the last 3 Financial Years (2021-22, 2022-23 & 2023-24)
 - (iv) GST Registration Certificate
 - (v) GST Returns for the last 3 Financial Years (2021-22, 2022-23 & 2023-24)
 - (vi) EPF and ESI Certificates
 - (vii) Extracts of the Bank Account containing transactions during last three 3 Financial Years (2021-22, 2022-23 & 2023-24)
 - (viii) Extracts of the Bank Account containing transactions during the current Financial Year 2024-25 up to 31.12.2024
 - (ix) Audited Financial Statement for the 3 three Financial Years (2021-22, 2022-23 and 2023-24) (Copies of the CA certified P/L Statement along with Balance Sheet for the concerned period)

- (x) Work Orders received from the Government Offices / Organizations indicating supply of manpower services in last 3 Financial Years (2021-22, 2022-23 & 2023-24)
- (xi) Work Completion Certificates against the works awarded by Government Offices / Organizations duly issued by the Competent Authority in last 3 Financial Years (2021-22, 2022-23 & 2023-24)

NB: Non-submission of such certificates will lead to non-consideration of the claim of the agency about work orders received from the Government Offices / Organizations in last 3 Financial Years (2021-22, 2022-23 & 2023-24)

- (xii) Original Self Declaration indicating no criminal antecedent, no previous unsatisfactory performance and not blacklisted by Government Offices / Organizations at any point of time
11. The conditional bids shall not be considered and will be outrightly rejected in the very first instance.
 12. All entries and pages in the tender form should be legible and filled clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory to 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 initialed by the person authorized to sign the tender.
 13. The quoted rates shall not be less than the minimum wage fixed/notified by the 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 government 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.
 14. The Collector & District Magistrate, Khordha reserves the right to reject any or all bids / terminate the tender process without assigning any reason thereof.

Section II

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

- 01 The tendering manpower service provider should fulfill the following Technical Qualifications to participate in the tender process
- (i) The Registered Office of the Manpower Service Provider must be located within the jurisdictional area of the State of Odisha.
 - (ii) It must have at least five years of experience (from the last date of submission of tender) in providing manpower to Central / State Government.
 - (iii) It must have its own Bank Account in any Nationalized Bank.
 - (iv) It must be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance.
 - (v) It must have Annual Financial Turnover of **Rs.2.0 Crores** in each of the last 3 financial years (2021-22, 2022-23 & 2023-24)
NB: Copies of CA certified P/L Statement and Balance Sheet for the concerned period must be provided.

02 Details of Manpower Required:

Sl No	Manpower	Requirement	Age	Qualification and Experience
01	Assistant Hostel Superintendent	02 (Two) (Male)	Should be within 30-40 years of age as on 01.01.2024	01 Must be full time MBA (HR) from a recognized university or equivalent 02 PGDCA & well conversant with Computers 03 Five years of working experience in Educational Institutions
02	Hostel Warden	02 (Two) (Male)	Should be within 21-40 years of age as on 01.01.2024	01 Must be a Graduate in any discipline with computer knowledge 02 Two years of working experience in Educational Institutions

Sl No	Manpower	Requirement	Age	Qualification and Experience
03	Support Staff	02 (Two) (Male)	Should be within 21-40 years of age as on 01.01.2024	01 Must be a Graduate in any discipline with computer knowledge
04	Housekeeping Staff	12 (Twelve) (Male)	Should be within 21-40 years of age as on 01.01.2024	
05	Security Personnel	06 (Six) (Male)	Should be within 21-40 years of age as on 01.01.2024	01 Must be a Matriculate
06	Cook cum Attendant	24 (Twenty-four) (Male)	Should be within 21-40 years of age as on 01.01.2024	01 Must be a Matriculate

NB: The requirements are TENTATIVE and may increase / decrease in any / all the categories.

Section - III

APPLICATION: TECHNICAL BID

- 01 Name of the Bidder:
- 02 Full Address of Registered Office
With Telephone Number, FAX & E-Mail:
- 03 Details of EMD: DD No
Date:
Amount in Rupees:
Drawn on Bank:
- 04 Name of the Proprietor / Director:
- 05 Name & Mobile Number of the Authorized Person to liaise with District Authority: Name:
Mobile Number:
- 06 Bank Details of the Manpower Service Provider: Account Number:
Bank Name
Telephone Number of the Bank
- 07 PAN & AADHAAR (Please mention Number) PAN:
AADHAAR:
- 08 Statutory Registration Number under License & Contact Labor Act 1970 obtained from Labor Department, Government of Odisha

- 09 GST Registration No:
(Please enclose Copy of the Certificate)
10. Whether submitted GST Returns YES / NO
for the last 3 Financial Years
(2021-22, 2022-23 & 2023-24)
(Please enclose certified Copy of the Returns)
11. Whether submitted IT Returns YES / NO
for the last 3 Financial Years
(2021-22, 2022-23 & 2023-24)
(Please enclose certified Copy of the Returns)
12. EPF Registration No:
(Please enclose Copy of the Certificate)
13. EPF Registration No:
(Please enclose Copy of the Certificate)
- 14 Details of BID Security: DD No
Date:
Amount in Rupees:
Drawn on Bank:
- 15 Details of Tender Fee: DD No
Date:
Amount in Rupees:
Drawn on Bank:

16 Annual Financial Turnover of the Bidder
For the last 3 Financial Year:

Sl No	Year	Annual Turn Over (in Rupees)	Remarks
01	2023-24		
02	2022-23		
03	2021-22		

NB: Please enclose Audited Financial Statement for the 3 three Financial Years (2021-22, 2022-23 and 2023-24) (Copies of the CA certified P/L Statement along with Balance Sheet for the concerned period)

17 Please furnish details of the major similar contracts handled by the Bidder during the last 3 Financial Years

Sl No	Year	Name of the Government Department / Organization, Address, Contact Number and E-Mail	Details of Manpower Provided		Amount of Contract (Rs. In Lakh)	Period of Contract	
			Type of Manpower Provided	Number		From	To
01	2023-24						
02	2022-23						
03	2021-22						

- NB: 1. Please attach separate sheet, if required.
2. Please attach Work Completion Certificates for the above-mentioned claim.

DECLARATION

1. I, Shri Son / Daughter /
Wife of Shri..... Proprietor / Director, do
hereby declare that I 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 and documents furnished along with the tender application
are true and authentic to the best of my knowledge and belief. I / we, am /
know furnishing of any false information / fabricated document would lead to
rejection of my / our tender at any stage besides liabilities towards
prosecution under appropriate law.

Signature of the Authorized Representative

Name:

Seal:

Date:

Place:

Section - IV

APPLICATION: TECHNICAL BID

01 Name of the Bidder:

02 Rate per person per month inclusive of all Statutory Liabilities (EPF & ESI), GST, Service Charges
(No additional claim, whatsoever, shall be taken into consideration)

Sl No	Type of Manpower	Minimum Take-home Remuneration	EPF (Employer's Share)	ESI (Employer's Share)	GST	Service Charge	Total per Person per Month
01	Assistant Hostel Superintendent						
02	Hostel Warden						
03	Support Staff						
04	Housekeeping Staff						
05	Security Personnel						
06	Cook cum Attendant						
	TOTAL						

NB: 01 The Bidder must not quote their price below the daily wage price fixed by the Labor Commissioner, Odisha.

02 Assistant Superintendent shall be treated as High Skilled Labor and Hostel Warden & Security Personnel shall be treated as Semi Skilled Labor and others as Unskilled Labor.

03 The total rates quoted by the Bidder should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract & fixed for the period of contract. No escalation shall be allowed under any circumstances.

04 Bidders must quote for all the 06 (Six) positions under this tender and the bid with lowest evaluated monthly charges for the all the required manpower taken together (TOTAL) will be awarded with the

- 05 The payment shall be made on conclusion of the calendar month only based on number of working days for which duty has been performed by each manpower as per the actual. For all purposes, report of the Superintendent of the Hostels will be treated as final report.
- 06 The employee's share of contribution towards EPF & ESI shall be deducted by the service provider from the minimum take home remuneration of the person engaged. Proof of deposit of the same with the concerned authority must be furnished along with the Bills.
- 07 Service Charge cannot be less than 3.85% of Take-Home Remuneration of the person engaged by the Agency.

Putting ABYSMALLY LOW OR UNREALISTIC SERVICE CHARGE shall lead to disqualification of Financial Bid.

Signature of the Authorized Representative

Name:

Seal:

Place:

Date:

Section - V

TERMS AND CONDITIONS

GENERAL

- 01 The agreement shall commence from the date of effectiveness of the contract and will be valid for a period of 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.
- 02 The Contract shall automatically expire on completion of one year unless extended further by the mutual consent of the District Welfare Officer, Khordha and the Manpower Service Provider. The contract shall be renewed on yearly basis on successful execution of Contract.
- 03 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 District Welfare Officer, Khordha and the Manpower Service Provider.
- 04 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 District Welfare Officer, Khordha.
- 05 District Welfare Officer, Khordha at present has tentative requirement of 02 (Two) Assistant Hostel Superintendent, 02 (Two) Hostel Warden, 02 (Two) Support Staff, 12 (Twelve) House Keeping Staff, 06 (Six) Security Personnel & 24 (Twenty-Four) Cook-cum-Attendant. The requirement of the authority is purely TENTATIVE and may further decrease or increase, during the period of initial contract also and the qualified bidder would have to provide additional manpower services, if required, on the same terms and conditions.
- 06 The Manpower 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.
- 07 The Collector & District Magistrate, Khordha reserves the right to terminate the contract during the initial period also after giving **15 days' notice** to the Manpower Service Provider.
- 08 The Assistant Hostel Superintendent, Hostel Warden, Support Staff & Cook-cum-Attendant must stay in the hostel building during day and night, the Security Personnel shall be required to work for 8 (Eight) Hours in a day on rotation basis. 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.

- 09 The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the District Welfare Officer, Khordha or Superintendents of the Hostels 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 Post Matric OBC & Minorities Hostel shall be that of the Manpower Service Provider and the District Welfare Officer, Khordha 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. The Agency shall be financially sound enough to pay the remuneration of the persons deployed in the Hostels without receiving any payment from the District Welfare Officer, Khordha for 06 (Six) months.
- 11 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 Post Matric OBC/Minorities Hostel Authorities.
- 12 The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Post Matric OBC & Minorities Hostel Authorities 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 Post Matric OBC & Minorities Hostel Authority and an authorized representative of the Manpower Service Provider.
- 13 The Post Matric OBC & Minorities Hostel Authority shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider during 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 period of Agreement or after expiry of the Agreement.
- 15 In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
- 16 The persons 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.

- 17 The Manpower Service Provider must be registered with the concerned Government Authorities, i.e. Labor Commissioner, Employees Provident Fund Organization, Employees State Insurance Corporation etc., and a copy of such registrations should be submitted. The Manpower Service Provider shall comply with all the Legal requirement for obtaining License under contract Labor (Regulation and Abolition) Act. 1970 if any, at his own part and cost.
- 18 The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his / her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance and other statutory dues, wherever applicable.
- 19 The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them. They must be extremely polite in their behavior and shall not consume any kind of intoxicating substances at any point of time.
- 20 The persons deployed should be polite, cordial, and efficient while handling the assigned work and their actions should promote goodwill and enhance the image of the Department or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
- 21 In case of equal in rate quoted found in financial bid, the selection will be made on lottery in presence of the bidders on the same day.

LEGAL

- 01 The persons deployed shall, during 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.
- 02 The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed by it in the Post Matric OBC/Minorities Hostel. The Post Matric OBC/Minorities Hostel Authorities shall have no liability in this regard.
- 03 The Manpower Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of the service rendered by it to the Post Matric OBC & Minorities Hostels to the concerned tax collection authorities, from time to time, as per the prevailing rules and regulations. Attested photocopies of such documents shall be furnished to the District Welfare Officer, Khordha.

- 04 The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Post Matric OBC & Minorities Hostels or any other authority under Law.
- 05 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 office concerned.
- 06 In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Post Matric OBC & Minorities Hostels Authority is put to any loss / obligation, monetary or otherwise, the Authority 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.
- 07 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 Post Matric OBC & Minorities Hostels Authority 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 Post Matric OBC & Minorities Hostels by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

FINANCIAL

- 01 The Technical Bid must be accompanied with an Earnest Money Deposit (EMD), **Rs. 50000/- (Fifty Thousand Only)** (refundable without interest) in the form of Demand Draft drawn in favor of **District Welfare Officer, Khordha** payable at Khordha failing which the tender shall be rejected outrightly.
- 02 The Earnest Money Deposit (EMD) in respect of the agencies which does not qualify for opening of Financial Bid (Second competitive stage) shall be returned to them without any interest. In case of successful bidder, if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.
- 03 The successful bidder will have to deposit **10 % of Contract Value as Performance Security Deposit** in the form of Bank Guarantee from only on Nationalized Bank drawn in favor of **District Welfare Officer, Khordha**, covering the period of the contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful bidder. The amount Of Performance Security Deposit is to be determined by the Authority considering the contractual obligation of the manpower service provider.

- 04 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.
- 05 The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified & certified by the **Hostel Superintendent** 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.
- 06 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 Post Matric OBC/Minorities Hostel Authorities.
- 07 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.
- 08 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. All disputes shall be under the jurisdiction of the court in Khordha District.
- 09 The successful bidder will enter into an agreement with District Welfare Officer, Khordha for supply of suitable and qualified manpower as per the requirement, terms, and conditions.

Section - VI

SELF ATTESTED DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

- (i) Registration Certificate of the Applicant Organization
 - (ii) PAN Card and Aadhaar
 - (iii) IT Returns for the last 3 Financial Years (2021-22, 2022-23 & 2023-24)
 - (iv) GST Registration Certificate
 - (v) GST Returns for the last 3 Financial Years (2021-22, 2022-23 & 2023-24)
 - (vi) EPF and ESI Certificates
 - (vii) Extracts of the Bank Account containing transactions during last three 3 Financial Years (2021-22, 2022-23 & 2023-24)
 - (viii) Extracts of the Bank Account containing transactions during the current Financial Year 2024-25 up to 31.12.2024
 - (ix) Audited Financial Statement for the 3 three Financial Years (2021-22, 2022-23 and 2023-24) (Copies of the CA certified P/L Statement along with Balance Sheet for the concerned period)
 - (x) Work Orders received from the Government Offices / Organizations indicating supply of manpower services (Assistant Hostel Superintendent, Hostel Warden, Support Staff, Housekeeping Staff, Cook-cum-Attendant & Security Personnel in last 3 Financial Years (2021-22, 2022-23 & 2023-24)
 - (xi) Work Completion Certificates against the works awarded by Government Offices / Organizations duly issued by the Competent Authority in last 3 Financial Years (2021-22, 2022-23 & 2023-24)
- NB: Non-submission of such certificates will lead to non-consideration of the claim of the agency about work orders received from the Government Offices / Organizations in last 3 Financial Years (2021-22, 2022-23 & 2023-24)**
- (xii) Original Self Declaration indicating no criminal antecedent, no previous unsatisfactory performance and not blacklisted by Government Offices / Organizations at any point of time
 - (xiii) Index of the documents submitted

Signature of bidder