

**EXPRESSION OF INTEREST
FOR SELECTION OF REGISTERED FIRMS/ SERVICE
PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR
RURAL HOUSING AND MGNREGS UNDER DRDA, KENDRAPARA**

Notice No 3574 /Date 07-12-21

District Rural Development Agency, Kendrapara invites sealed tender from intending reputed and experienced Manpower Service Providing Agencies based on Odisha to provide services of different categories of manpower for DPMU & 09 BPMUs under Rural Housing schemes and MGNREGS Assistant and Assistant Computer Programmer under MGNREGA Scheme for a period up to **22.12.2021 by 5.00PM**, the details of the bidding process are as follows:

Sl. No.	Bidding Schedule	Date and Time
1	Date of Issue	07.12.2021
2	Bid Due Date and Time	22.12.2021 by 5.00PM
3	Opening of Technical Bid	23.12.2021 at 11.00AM
4	Opening of Financial Bid	24.12.2021 at 12.00PM

Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing “**Technical Bid**” and sealed Cover-II containing “**Financial Bid**” should be placed in third sealed cover super-scribed “**EOI for Outsourcing of Manpower services agencies for DPMU & 09 BPMUs and MGNREGS Assistant and Assistant Computer Programmer under MGNREGA Scheme under DRDA, Kendrapara**” must reach the undersigned on or before **22.12.2021 by 5.00 PM** through **Speed Post/ Regd. Post** only.

The bid documents containing eligibility criteria and detail terms and conditions of the tender can be downloaded from the website <https://Kendrapara.nic.in>.

The last date and time for submission of tender document is **22.12.2021 by 5.00 PM**. The Authority shall not be held responsible for postal delay, if any, in case of non-receipt of the same in time.

Complete address for submission of bid:

The Project Director, District Rural Development Agency (D.R.D.A.), Kendrapara, Pin- 754211.

The Authority reserves every right to reject any or all the **Tender** without assigning any reason thereof.


Project Director
DRDA, Kendrapara

Memo No. 3675 /DRDA, dt. 07/12/21 /2021

Copy to the DIO, NIC Kendrapara to web host the tender call notice for wide publication.


Project Director
DRDA, Kendrapara

Memo No. 3676 /DRDA, dt. 07/12 /2021

Copy to office Notice Boards of Zilla Parishad/ Collectorate Office/ DRDA/Sub-Collector Offices/ All Block Offices/ All Tahasil Offices for wide circulation.


Project Director
DRDA, Kendrapara

Memo No. 3677 /DRDA, dt. 07/12 /2021

Copy to members of Tender Committee for information. They are requested to attend the opening of tender at scheduled date & time.


Project Director
DRDA, Kendrapara

Memo No. 3678 /DRDA, dt. 07/12 /2021

Copy submitted to the Deputy Secretary PR & DW Department for information.


Project Director
DRDA, Kendrapara

GENERAL INSTRUCTIONS TO BIDDERS

1. District Rural Development Agency, Kendrapara requires services of reputed, well established and financially sound Human Resource Service Providers/ Agencies (HRSPA) to provide services of different categories manpower Rural Housing, MGNREGS schemes and for carrying out day to day activities under jurisdiction of DRDA, Kendrapara. The categories are,

Scheme	Category of Post	No of Posts	Location of Posting
RURAL HOUSING	District Project Coordinator	01	DRDA
	District Project Executive	01	DRDA
	District Call Centre Executive	01	DRDA
	Block Project Coordinators	09	Block
	Block Project Assistants	09	Block
MGNREGS	Grievance Redressal Assistant	01	DRDA
	Social Audit Assistant	01	DRDA
	MGNREGS Assistant	18	Block
	Assistant Computer Programmer	09	Block

It is indicated here that the aforesaid categories of manpower who are currently working in DPMU & 09 BPMUs and MGNREGS Assistants, ACPs under Rural Housing & MGNREGA Schemes respectively in DRDA and Different blocks of Kendrapara District will be given preference.

2. The period of contract for providing the aforesaid manpower is likely to commence from **01.01.2022** and will continue till **31.12.2022**. The period of the contract may be further extended up to **31.03.2023** provided the requirement of the DRDA Kendrapara for manpower persists at that time or may be curtailed / terminated before **31.12.2022** owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the DRDA Kendrapara's requirements. DRDA, Kendrapara, however, reserves right to terminate the initial contract at any time after giving one week's notice to the selected Service Provider Agency.
3. The agency shall be responsible for payment of fixed remuneration to the Human Resource every month in time as per Government policy and guidelines/ wage policy. The remuneration of different Human Resources are as below:
4. The tender documents can be downloaded from the official web site of NIC, Kendrapara i.e www.kendrapara.nic.in. The cost of tender paper is **Rs. 10,000/- (Rupees Ten Thousand) only (Non-refundable)** in shape of Demand Draft in favour of Project Director, District Rural Development Agency, Kendrapara **failing which the tender shall be rejected summarily.**



5. The Manpower Service Providers should submit the tender document complete in all respects along with **Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One Lakh) only** in shape of Demand Draft in favour of Project Director, District Rural Development Agency, Kendrapara. The other requisite documents must be sent through **Registered/Speed Post only** (any other mode will not considered) by **dt. 22.12.2021 upto 5.00 PM** to the following addresses:

**PROJECT DIRECTOR, District Rural Development Agency,
KENDRAPARA, DIST- KENDRAPARA, PIN-754211**

6. **Any tender documents received after due date will be out rightly rejected. DRDA, Kendrapara will not be responsible for any postal delay.**
7. The various crucial dates relating to **"Tender for providing Manpower Services to the District Rural Development Agency, Kendrapara** are cited as under.
- (a) Last date and time of receipt of the sealed Tender documents by Speed Post/Registered Post: **dt. 22.12.2021 up to 5.00 PM .**
 - (b) Date and time for opening of
 - (i) Technical Bid : **dt. 23.12.2021 at 11.00 AM**
 - (ii) Financial Bid **dt. 24.12.2021. at 12.00 PM**
 - (c) Likely date for commencement of deployment of required manpower. **01.01.2022**
8. The sealed tender has been invited under **two bid systems 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 Rural Development Agency, Kendrapara"** and **"Financial Bid for Providing Manpower Services to District Rural Development Agency, Kendrapara**. Both sealed envelopes should be kept in a third sealed envelope superscribing **"EOI for Outsourcing of Manpower services agencies for DPMU & 09 BPMUs and MGNREGS Assistant and Assistant Computer Programmer under MGNREGA Scheme under DRDA, Kendrapara"**
9. The Earnest Money Deposit (EMD) of **Rs.1,00,000/- (Rupees One Lakh only)**, refundable, should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft in favour of Project Director, District Rural Development Agency, Kendrapara payable **failing which the tender shall be rejected summarily.**

10. The successful bidders will have to deposit a performance Security amount equivalent to **5%** of the total quoted amount before execution of the agreement of Fixed Deposit Receipt (FDR)/Bank Guarantee from any Nationalized Bank pledged in favour of **Project Director, District Rural Development Agency, Kendrapara** covering the period of contract at the time of signing of the agreement. In case, the contract is further extended beyond the initial period, the FDR/ Bank Guarantee will have to be renewed accordingly by the successful tenderer.
11. The tendering Manpower Service providers are required to enclose self-attested photocopies of the following documents, 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 applicants organization;
 - b) Copy of PAN/GIR Card;
 - c) Copy of the IT return filed for the last three financial Years- **2017-18, 2018-19, 2019-20**
 - d) Copies of EPF Certificate
 - e) Copies of ESI Certificate
 - f) Copy of GST Registration Certificate along with latest return filled by the agency.
 - g) Copy of Bank Account details of the Organization.
12. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**
13. 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 correction is permitted in the Financial Bid Form. In such cases, the tender shall be liable for rejection.** However, correction, 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 i.e. at **11.00 AM** on **dt 23.12.2021** in the office chamber of the Project Director, District Rural Development Agency, Kendrapara, in the presence of the Manpower Service Provider or their authorized representatives, and anyone who wishes 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 at **12.00 PM** on **dt. 24.12.2021** in the office of Project Director, District Rural Development Agency, Kendrapara in the presence of the bidders or their authorized representatives, and anyone who wishes to be present on the spot at that time.
16. The competent authority of the District Rural Development Agency, Kendrapara reserves the right to reject all bids without assigning any reason.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specifications:
 - a. The firm whoever selected is mandated to open a Branch Office within the jurisdiction of the Kendrapara District.
 - b. They should be registered with the appropriate registration authority.
 - c. They should have at least three years' experience in providing manpower to Government Departments/Public Sector Companies/Banks etc.(Similar nature)
 - d. They should have their own Bank Account.
 - e. They should be registered with Income Tax and GST Department.
 - f. They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance etc.
 - g. The minimum annual turnover of the company/Agency shall be **Rs.3.50 Crore** in any of the last preceding year (2017-18, 2018-19 & 2019-20)
 - h. The agency should fulfill all the statutory compliance of Finance Department, Government of Odisha as stipulated from time to time. The rate quoted by the firm should be adequate enough to cover all the statutory dues of Government. The quotation of service charges should be in compliance to Finance Department observation communicated by PR & DW Deptt Letter No:23170 dtd.11.12.19
 - i. The selected firm is liable to comply with all the terms and conditions stipulated by Government from time to time during the agreement in force.
 - j. In case more than one bidder quote(s) the same price, draw of lottery to nominate the L1 bidder shall be adhered to.
 - k. The Black listed Firm(s) shall out rightly be rejected. An undertaking by bidder should be furnished that, their firm(s) have never been blacklisted in any district/state. (Affidavit in prescribed format(form-6)



**REQUISITE QUALIFICATION FOR MANPOWER TO BE DEPLOYED BY
THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE DISTRICT
RURAL DEVELOPMENT AGENCY, KENDRAPARA.**

SL NO	NAME OF THE POST	QUALIFICATION	REMARKS
01	District Project Coordinator(DPC)	University Degree with PGDCA & Tally	The categories of manpower who are currently working in DPMU & 09 BPMUs under DRDA, Kendrapara through the UNDP in Rural Housing projects will be given preference during selection as per Govt. letter no. 16965 Dt. 01.10.2021.
02	District Project Executive (DPE)	Intermediated with 6 Months Diploma Course in Computer Application	
03	District Call Center Executive (CCE)	Must have passed intermediate Examination	
04	Block Project Coordinator(BPC)	Graduation in any discipline with Computer knowledge.	
04	Block Project Assistant(BPA)	Intermediate with Computer knowledge.	

Sl. No	NAME OF THE POST	QUALIFICATION
1	MGNREGS Assistant	Graduation in any discipline with Computer knowledge
2	Assistant Computer Programmer	Graduation in any discipline with PGDCA or equivalent from any recognized Universities, OCAC or DOEACC
3	Grievance Redressal Assistant	Graduation in any discipline with Computer knowledge
4	Social Audit Assistant	Graduation in any discipline with Computer knowledge

PAY STRUCTURE OF THE EMPLOYEES

Sl No	Manpower Type	Take Home Remuneration per month per candidate	EPF(in Rs)		ESI (in Rs)	
			Employee Share (12%)	Employer Share (13%)	Employee Share (0.75%)	Employer Share (3.25%)
1	District Project Coordinator	24450.00	1800.00	1950.00	0.00	0.00
2	District Project Executive	9161.25	1260.00	1365.00	78.75	341.25
3	District Call Center Executive	8725.00	1200.00	1300.00	75.00	325.00
4	Block Project Coordinator	19200.00	1800.00	1950.00	0.00	0.00
5	Block Project Assistant	9161.25	1260.00	1365.00	78.75	341.25

- N.B. - Consolidated Remuneration of District Project Coordinator: - Rs.26250/- per month per person
 Consolidated Remuneration of District Project Executive: - Rs.10500/- per month per person
 Consolidated Remuneration of District Call Centre Executive: - Rs. 10000/- per month per person
 Consolidated Remuneration Block Project Coordinator: Rs.21000/- per month per person
 Consolidated Remuneration Block Project Assistant: Rs. 10500/- per month per person

Sl No	Manpower Type	Take Home Remuneration per month per candidate	EPF(in Rs)		ESI (in Rs)	
			Employee Share (12%)	Employer Share (13%)	Employee Share (0.75%)	Employer Share (3.25%)
1	MGNREGS Assistant	8725.00	1200.00	1300.00	75.00	325.00
2	Assistant Computer Programmer	8725.00	1200.00	1300.00	75.00	325.00

- N.B. - Consolidated Remuneration of MGNREGA Assistant: - Rs.10,000/- per month per person
 Consolidated Remuneration Assistant Computer programmer: - Rs.10,000/- per month per person

APPLICATION - TECHNICAL BID

For Providing Manpower Services to District Rural Development Agency, Kendrapara.

1. Name of Tendering Manpower Service Provider (Attach Self attested Photo/ ID Card/ PAN/EPIC/DL/Pass Port) _____

2. Details of Earnest Money Deposit: DD No _____

Date. _____ of _____ drawn on Bank _____

3. Name of Proprietor / Partner / Director:

4. Full Address of Registered Office:

Telephone No. : _____

FAX No. : _____

E-mail Address. : _____

5. Full Address of Operating / Branch Office:

Telephone No. : _____

FAX No. : _____

E-mail Address. : _____

6. Name & Telephone No. of Authorized Officer/ person to liaise with Field Office (s) :

7. Banker of Manpower Service Provider (Attach certified copy of statement of A/c for the last three Years):

8. PAN/GIR No. (Attach attested copy):

9. GST Registration No. (Attach Attested copy):



10. EPF Registration No. (Attach attested copy):

11. ESI Registration No. (Attach attested copy):

12. Financial Turnover of the tendering **Manpower Service Provider** for the last three Financial Year: (Audit report for the year 2017-18 to 2019-20)

Financial Year	Amount (in lakhs)	Remarks, if any
2017-18		
2018-19		
2019-20		

13. Additional information, if any (Attach Separate Sheet if space provided is insufficient):

(a) IT returns for the financial year: 2017-18, 2018-19, 2019-20 respectively.

(b) Labour Registration Certificate.

14. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three financial years in the following format.

(If the space provided is insufficient, a separate sheet may be attached):

Sl. No.	Name of Client, address, Telephone & FAX No.	Manpower Services Provided		Amount of Contract (Rs. lakhs)	Duration of contract	
		Type of manpower provided	No.		From	To

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

Date:

Place:

Signature of Authorized person

Full Name :

Seal



APPLICATION-FINANCIAL BID

For Providing Manpower Services to District Rural Development Agency, Kendrapara

1. Name of Tendering Manpower Service Provider:.....
2. Rate per person per month inclusive of all Statutory liabilities, taxes, levies, cess etc.

Sl No	Proposed Position	Unit Rate per Month(Including EPF & ESI as applicable)	No of Positions	No of Month	value (In Rs.)
(A)	(B)	(C)	(D)	(E)	(F=CxDxE)
1	District Project Coordinator	28200.00	01	01	
2	District Project Executive	12206.25	01	01	
3	District Call Centre Executive	11625.00	01	01	
4	Block Project Coordinators	22950.00	09	01	
5	Block Project Assistants	12206.25	09	01	
6	MGNREGS Assistant	11625.00	18	01	
7	Grievance Redressal Assistant	11625.00	01	01	
8	Social Audit Assistant	11625.00	01	01	
9	Assistant Computer Programmer	11625.00	09	01	
10	Total Charges towards Remuneration of Consultants per Month(Sum of all F):-				
11	Service Charges per Person(Unit of position) Per Month:-				
12	Total Service Charges for all 50 positions (Sl No 11 X 50):-				
13	Total amount payable to service provider (10 + 12)				
14	Add (+) GST @18% as applicable from time to time (Sl No.13 * 18%)				
15	Final amount payable per month (13+14)				

Date:

Place:

Signature of Authorized person

Full Name :

Seal



TERMS & CONDITION

GENERAL

1. The Agreement shall commence from **01.01.2022** and shall continue till **31.12.2022** 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 dated **31.12.2022** 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 condition or with some additions/deletions/modification, 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 Manpower Service Provider will be bound by the terms and conditions as furnished by it to the Authority while submitting the tender or at any 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 breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
6. The Authority reserves the right to terminate the Agreement at any time after **giving 15 days'** notice to the Manpower service provider.
7. The Manpower Service Provider to provide services of different categories manpower for DPMU & 09 BPMUs under Rural Housing schemes and 01 no of Grievance Redressal Assistant and 01 no of social Audit Assistant for DRDA, Kendrapara, 18 nos of MGNREGS Assistant for 9nos of Blocks (02 per Block) and 9 nos of Assistant Computer Programmer under MGNREGA scheme for carrying out day to day activities under jurisdiction of DRDA, Kendrapara.
8. The person deployed shall be required to report for work at 10.00 AM in the Office of the PD, DRDA or Office of the Block Development Officers as may have been kept in charge of the Office Establishment of the Office concerned and would leave at 5.30 PM. and may also require to work beyond 5.30 PM for which he would not be paid any extra remuneration for additional work as and when required. 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 Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the DRDA, Kendrapara, so that optimal services of the persons deployed could be availed without any disruption.
10. The entire, financial liability in respect of manpower service deploy in DRDA/Block offices shall be that of the Manpower Service Provider and the DRDA/Block office concerned will in no way be liable for any lapses. 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 DRDA, Kendrapara or Office concerned for reimbursement of Bill of the firm for the succeeding month. If at any point of time it is noticed that the agency paying lesser remuneration to the candidates than the rate quoted, than the agreement shall be terminated and EMD & security etc deposits shall be forfeited forthwith.

11. The payment of remuneration to the manpower has to be through bank account only. No cash payment can be made to them.
12. For all intents and purposes, the Manpower Service Provider shall be "Employer" within the meaning of all applicable laws in respect of manpower so deployed. The person deployed by the Manpower Service firm shall not have any claim whatsoever like employer and employee relationship against the DRDA, Kendrapara or any office concerned.
13. The Manpower Service Provider shall be solely responsible for the redressal of grievance or resolution of disputes relating to person deployed. The DRDA, Kendrapara shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to be the Manpower Service Provider the deployed person can place their grievance before a Joint Committee consisting of a representative of the DRDA, Kendrapara or office concerned and an Authorized representative of the Manpower Service Provider.
14. The DRDA, Kendrapara 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 in its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim whatsoever for any absorption in regular or other capacity in DRDA, Kendrapara or any offices attached to him/her.
17. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under any 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 same shall be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulation 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. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
20. The Person deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.

21. The person 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 DRDA, Kendrapara or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the person deployed.

LEGAL

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 DRDA, Kendrapara or office concerned shall have no liability in this regard.
24. The Manpower Service Provider shall be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the DRDA, Kendrapara or office 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 DRDA, Kendrapara or Office concerned.
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 DRDA, Kendrapara or office concerned or any other authority under Law.
26. The Tax deduction at source (TDS) shall be done as per the provision of Income Tax Act/Rules, as amended, from time to time and certificate to this effect shall be provided by the DRDA, Kendrapara or office concerned.
27. In case, the Manpower Service Provider fails to comply with any liability under appropriate Law and as result thereof, the DRDA, Kendrapara or the office concerned is put to any loss / obligation, monetary or otherwise, the DRDA, Kendrapara or the office concerned will be entailed to get itself reimbursed out of the outstanding bills or the performance Security Deposit of the Manpower Service Provider, to the extent to the loss or obligation in monetary terms.
28. Agreement is liable to be terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration of employed persons and non-payment of statutory dues or for any other reason. The DRDA, Kendrapara or office concerned 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 dues of the service provider to statutory authorities. If any loss or damage is caused to the DRDA, Kendrapara or office concerned by the person deployed, the same shall be recovered, the same shall be recovered from the unpaid bills or adjusted from the performance Security Deposit.



FINANCIAL

29. The Technical Bid **should be** accompanied with an Earnest Money Deposit (EMD) of **Rs. 1,00,000/- (Rupees One Lakh)** only refundable in the form of Demand Draft in favour of Project Director, DRDA, Kendrapara **failing which the tender of the concerned agencies/firms shall be rejected out rightly.**
30. The Earnest Money Deposit in respect of agencies/firms which do not qualify the technical Bid (first stage) or 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 30 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.**
31. The successful bidder will have to submit a performance Security amount equivalent to 5% of the total quoted amount in the form of Bank Guarantees from Nationalized bank drawn in Favour of project Director, District Rural Development Agency, Kendrapara covering the period of contract before execution of the agreement. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful bidder.
32. In case of breach of any terms and condition attached to this agreement the performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
33. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheets duly verified by the DRDA, Kendrapara or Office concerned in respect of the persons deployed and submit the same to the prescribed authority of the concerned offices 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.
34. The claim in bills regarding Employees State Insurance, provident fund and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill of 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 DRDA, Kendrapara or office concerned.
35. The amount of penalty calculated @Rs.100 per day on account of delay, if any, providing a suitable substitute for the period beyond three working days by Manpower Service Provider shall be deducted from monthly bills in the succeeding month.
36. 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.
37. 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.
38. All disputes shall be under the jurisdiction of the District Civil court located at Kendrapara in the District of Kendrapara.
39. The successful bidder will enter into an agreement with the DRDA, Kendrapara for supply of suitable and qualified manpower as per requirement of the DRDA, Kendrapara on the above terms and conditions.

DOCUMENTS TO BE PROVIDED WITH TECHNICAL BID

1. Application - Technical Bid;
 2. Attested copy of registration of agency;
 3. Certified copy of bank account details of agency ;
 4. Attested copy of PAN/GIR Card;
 5. Attested copy of the last 3 yrs. IT Return filed by agency.(FY 2017-18,2018-19 & 2019-20)
 6. Attested copy of the GST registration Certificate and latest return filed by the agency;
 7. Attested copy of the E.P.F. registration certificate and latest return filed by the agency ;
 8. Attested copy of the E.S.I. registration certificate and latest return filed by the agency ;
 9. Certified document in support of the financial turnover for last 3 years (FY 2017-18 ,2018-19 & 2019-20) of the agency; (Copy of the Audited Balance Sheet, Profit & Loss account and Income and Expenditure account showing the relevant trade for the FY 2017-18 ,2018-19 & 2019-20) Minimum turnover of Rs.3.50 Crore in any of the above mentioned Financial Year.
 10. Certified documents in support of entries in column 15 of Technical bid application;
 11. Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
 12. Original Demand Draft amounting to Rs. 1,00,000/- towards EMD.
 13. Original Demand Draft amounting to Rs. 10,000/- towards Tender Paper Cost.
 14. Non Black List Certificate (annexure B) (Affidavit in prescribed format(form-6)
 15. Self-Declaration Certificate (Annexure A)
 17. Experience Certificates in providing manpower at least for 3 years to Government Departments/Public Sector Companies/Banks etc .(Similar nature)
- The Photocopies of all documents are to be self-attested by the Bidders.



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

1. List of manpower shortlisted by agency for deployment in District Rural Development Agency, Kendrapara, containing full details i.e. date of birth, marital status, address, educational qualifications etc.
2. Bio-Data of all candidates.
3. Any other document considered relevant.



DECLARATION

1. I, _____ Son/ Daughter / Wife of Sri _____
Proprietor/ Director/ Authorized Signatory of the Service Provider, mentioned above, am
competent to sign this declaration and execute these tender documents.
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 and
to the best of my knowledge and belief. I/ We, am/are well aware of the fact that furnishing of an
false information / fabricated document would lead to rejection of my tender at any stage
besides liabilities towards prosecution under appropriate law.

Place :
Date:

Signature of Authorized Person
Full Name:
Seal:

