

**EXPRESSION OF INTEREST
FOR SELECTION OF REGISTERED FIRMS/ SERVICE
PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR
RURAL HOUSING UNDER ZILLA PARISHAD, KENDRAPARA**

Notice No 3777 /Date 13/09/2025

Zilla Parishad, 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 for a period up to 23/09/2025 by 5.00PM, the details of the bidding process are as follows:

Sl. No.	Bidding Schedule	Date and Time
1	Date of Issue	<u>13.09.2025</u>
2	Bid Due Date and Time	<u>23.09.2025</u> by 5.00PM
3	Opening of Technical Bid	<u>24.09.2025</u> at 11.00AM
4	Opening of Financial Bid	<u>25.09.2025</u> at 04.00 PM

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 under ZILLA PARISHAD, Kendrapara" must reach the undersigned on or before 23.09.2025 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.odisha.gov.in>. The last date and time for submission of tender document is 23.09.2025 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 CDO-cum-EO, Zilla Parishad, Kendrapara, Pin- 754211.

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


CDO-cum-EO

Zilla Parishad, Kendrapara

Memo No. 3778 /ZILLA PARISHAD, dt. 13/09/25 /2025
Copy to the DeGM, Kendrapara to web host the tender call notice for wide publication.


CDO-cum-EO

Zilla Parishad, Kendrapara

Memo No. 3779 /ZILLA PARISHAD, dt. 13/09/25 /2025
Copy to office Notice Boards of Zilla Parishad/ Collectorate Office/ ZILLA PARISHAD/Sub-Collector Offices/ All Block Offices/ All Tahasil Offices for wide circulation.


CDO-cum-EO

Memo No. 3780 /ZILLA PARISHAD, dt. 13/09/25 /2025
Copy to members of Tender Committee for information. They are requested to attend the opening of tender at scheduled date & time.


CDO-cum-EO

Memo No. 3781 /ZILLA PARISHAD, dt. 13/09/25 /2025
Copy to Director, Special Projects, PR & DW Department for information.


CDO-cum-EO

Zilla Parishad, Kendrapara

GENERAL INSTRUCTIONS TO BIDDERS

1. Zilla Parishad, 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 for carrying out day to day activities under jurisdiction of ZILLA PARISHAD, Kendrapara. The categories are,

Scheme	Category of Post	No of Posts	Location of Posting
RURAL HOUSING	District Project Coordinator	01	ZILLA PARISHAD
	District Project Executive	01	ZILLA PARISHAD
	District Call Centre Executive	01	ZILLA PARISHAD
	Block Project Coordinators	09	Block
	Block Project Assistants	09	Block

It is indicated here that the aforesaid categories of manpower who are currently working in DPMU & 09 BPMUs in ZILLA PARISHAD 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 01.10.2025 and will continue till 30.09.2026. The period of the contract may be further extended provided the requirement of the ZILLA PARISHAD Kendrapara for manpower persists at that time or may be curtailed / terminated before 30.09.2026 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the ZILLA PARISHAD Kendrapara's requirements. ZILLA PARISHAD, 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 Kendrapara district i.e <https://kendrapara.odisha.gov.in>. The cost of tender paper is Rs. 10,000/- (Rupees Ten Thousand) only (Non-refundable) in shape of Demand Draft in favour of CDO-cum-EO, Zilla Parishad, 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 CDO-cum-EO, Zilla Parishad, Kendrapara. The other requisite documents must be sent through **Registered/Speed Post only** (any other mode will not be considered) by dt. ~~23.09.2024~~ by **upto 5.00 PM** to the following addresses:
CDO-cum-EO, Zilla Parishad, Kendrapara, DIST- KENDRAPARA, PIN-754211
6. **Any tender documents received after due date will be out rightly rejected. ZILLA PARISHAD, Kendrapara will not be responsible for any postal delay.**
7. The various crucial dates relating to "Tender for providing Manpower Services to the Zilla Parishad, Kendrapara are cited as under.
- Last date and time of receipt of the sealed Tender documents by Speed Post/Registered Post: ~~23.09.2024~~ by 5.00PM.
 - Date and time for opening of
 - Technical Bid : dt. ~~24.09.2025~~... at 11.00 AM
 - Financial Bid : dt. ~~25.09.2025~~... at 4.00PM
 - Likely date for commencement of deployment of required manpower. **01.10.2025**
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 Zilla Parishad, Kendrapara**" and "**Financial Bid for Providing Manpower Services to Zilla Parishad, Kendrapara**". Both sealed envelopes should be kept in a third sealed envelope superscribing "**EOI for Outsourcing of Manpower services agencies for DPMU & 09 BPMUs under ZILLA PARISHAD, 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 CDO-cum-EO, **Zilla Parishad, 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 **CDO-cum-EO, Zilla Parishad, 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
- c) Copy of the IT return filed for the last three financial Years- **2021-22, 2022-23, 2023-24**
- d) Copies of EPF Certificate
- e) Copies of ESI Certificate
- f) Copy of GST Registration Certificate.
- g) Copy of Bank Account details of the Organization.
- h) Labour Registration Certificate

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 **24.09.2023** in the office chamber of the CDO-cum-EO, Zilla Parishad, 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 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 Zilla Parishad, 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 registered office or one of the branch offices of the manpower service provider should be located within the State of Odisha. Besides, the ZP Kendrapara/Head of ZP Kendrapara/Controlling Officer are procuring manpower for deployment in their field office(s), the manpower service provider should provide the name, designation and contact number of the person to liaise with the said field office(s).
- 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 average annual turnover of the company/Agency shall be **Rs.2.00 Crore** in last preceding Financial Year (2021-22, 2022-23, 2023-24)
- h. Copy of the IT return filed for the last three financial Years- **2021-22, 2022-23, 2023-24**
 - i. 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.
- j. 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.
- k. **In case more than one bidder quote(s) the same price, draw of lottery to nominate the L1 bidder shall be adhered to.**
- l. 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.

**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	No	QUALIFICATION	REMARKS
01	District Project Coordinator(DPC)	01	University Degree with PGDCA & Tally	The categories of manpower who are currently working in DPMU & 09 BPMUs under ZILLA PARISHAD, Kendrapara will be given preference.
02	District Project Executive (DPE)	01	Intermediated with 6 Months Diploma Course in Computer Application	
03	District Call Center Executive (CCE)	01	Must have passed intermediate Examination	
04	Block Project Coordinator(BPC)	09	Graduation in any discipline with Computer knowledge.	
04	Block Project Assistant(BPA)	09	Intermediate with Computer knowledge.	

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APPLICATION - TECHNICAL BID

For Providing Manpower Services to Zilla parishad, 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 _____

3. Date _____ of _____ drawn on Bank _____
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 2021-22 to 2023-24)

Financial Year	Amount (in lakhs)	Remarks, if any
2021-22		
2022-23		
2023-24		

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

(a) IT returns for the financial year: 2021-22, 2022-23, 2023-24
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

DOCUMENTS TO BE PROVIDED WITH TECHNICAL BID

1. Application - Technical Bid;
2. Self -Attested copy of registration of agency;
3. Certified copy of bank account details of agency ;
4. Self -Attested copy of PAN;
5. Self -Attested copy of the last 3 yrs. IT Return filed by agency.(FY 2021-22,2022-23 & 2023-24)
6. Self -Attested copy of the GST registration Certificate and latest return filed by the agency;
7. Self -Attested copy of the E.P.F. registration certificate and latest return filed by the agency.
8. Self -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 2021-22,2022-23 & 2023-24) of the agency; (Copy of the Audited Balance Sheet, Profit & Loss account and Income and Expenditure account showing the relevant trade for the FY 2021-22,2022-23 & 2023-24) Minimum average annual turnover of Rs.2.00 Crore in above mentioned Financial Year. (Turnover Certificate duly signed by Chartered Accountant with UDIN Number is mandatory).
10. Certified documents in support of entries in column 14 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. Affidavit before Executive Magistrate/Notary public of the firm has never been blacklisted by any Govt. organization/Banks/PSUs.
15. Experience Certificates in providing manpower at least for 3 years to Government Departments/Public Sector Companies/Banks etc .(Similar nature)
16. The Photocopies of all documents are to be self-attested by the Bidders.



APPLICATION-FINANCIAL BID

For Providing Manpower Services to Zilla Parishad, 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	Manpower Type	Monthly remuneration	Total Person	EPF (Employer Contribution)	ESI	Other Statutory Dues, if any	Service Charges in Percentage	GST
1	District Project Coordinator	29544/-	1					As applicable
2	District Project Executive	15600/-	1					As applicable
3	District Call Centre Executive	15600/-	1					As applicable
4	Block Project Coordinators	4*26400/- 5*27400/-	9					As applicable
5	Block Project Assistants	5*16600/- 4*15600/-	9					As applicable

N.B.- Remuneration of DPC:-Rs.29,544/- per month (3% yearly increment)
 Remuneration of BPC:-Rs.26,400/- or Rs.27,400/- per month(Based on year of experience)
 Remuneration of DPE/CCE/BPA:- Rs.15,600/- or Rs.16,000/- per month (Based on year of experience)
 (The procuring entity can also fix the service charges at 3.85% with proper justification, whenever required. However such charges should not exceed 7% at any cost.)

Date:
Place:

Signature of Authorized person
Full Name :
Seal

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TERMS & CONDITION

GENERAL

1. The Agreement shall commence from **01.10.2025** and shall continue till **30.09.2026** 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 **30.09.2026** 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 one month** 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 for carrying out day to day activities under jurisdiction of ZILLA PARISHAD, Kendrapara.
8. The person deployed shall be required to report for work at 10.00 AM in the Office of the CDO-cum-EO, ZILLA PARISHAD 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 ZILLA PARISHAD, 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 ZILLA PARISHAD/Block offices shall be that of the Manpower Service Provider and the ZILLA PARISHAD/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 ZILLA PARISHAD, 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 ZILLA PARISHAD, 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 ZILLA PARISHAD, 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 ZILLA PARISHAD, Kendrapara or office concerned and an Authorized representative of the Manpower Service Provider.
14. The ZILLA PARISHAD, 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 ZILLA PARISHAD, 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

ZILLA PARISHAD, 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 ZILLA PARISHAD, 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 ZILLA PARISHAD, 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 ZILLA PARISHAD, 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 ZILLA PARISHAD, 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 and GST Rule, as amended, from time to time and certificate to this effect shall be provided by the ZILLA PARISHAD, 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 ZILLA PARISHAD, Kendrapara or the office concerned is put to any loss / obligation, monetary or otherwise, the ZILLA PARISHAD, 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 the 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 ZILLA PARISHAD, 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 authorities. If any loss or damage is caused to the ZILLA PARISHAD, 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 CDO-cum-EO, ZILLA PARISHAD, 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 FDR/ Bank Guarantees from Nationalized bank drawn in Favour of CDO-cum-EO, Zilla Parishad, 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 ZILLA PARISHAD, 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 ZILLA PARISHAD, 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 ZILLA PARISHAD, Kendrapara for supply of suitable and qualified manpower as per requirement of the ZILLA PARISHAD, Kendrapara on the above terms and conditions.

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:

