

**DISTRICT PROJECT OFFICE SAMAGRA SIKSHYA MAYURBHANJ,**

No 362 /Estt /25 Dt 27-01-2025

**TENDER CALL NOTICE**

**(Engagement of Manpower Service Providing Agency for providing Data Entry Opeartor)**

Sealed tenders are invited from reputed and Registered Manpower Service Providing Agencies to provide the services of 26 nos of Data Entry Operators (DEOs) under BRC Interventions of Samagra Sikshya who are to be engaged at 26 BEO offices of Mayurbhanj district for a period of one year as out-sourcing basis. The outsourcing agencies may apply adhering to the terms & conditions of Govt. of Odisha, F D Notification no. 49134(255)/F/ Dt.29.11.2010 for a period of one year. The detailed information for outsourcing the service of aforesaid post has been given in the Tender Document which may be downloaded from the website <https://mayurbhanj.odisha.gov.in> & <https://osepa.odisha.gov.in> and Rs.5000.00 (Rupees Five Thousand) only deposit towards Tender document cost.

The last date and time for submission to tender document is on Dt. 24-02-2025 by 5.00 pm P.M by Registered Post/ Speed Post only to the District Project Office, Samagra Sikshya Mayurbhanj, Murgabadi Baripada -757002.

The Tender will be opened on 25.02.2025 at 11.00 A.M in the office chamber of the Collector & District Magistrate, Mayurbhanj. Any corrigendum will up loaded in OSEPA web site.

The undersigned reserves the right to accept or cancel any or all tenders without assigning any reason(s) thereof.

  
Collector & District Magistrate  
Mayurbhanj

DISTRICT PROJECT OFFICE, SAMAGRA SIKSHYA, MAYURBHANJ

TENDER DOCUMENT

For providing man-power Services of Data Entry Operators to 26 Blocks for BEO Offices, Mayurbhanj district by a Service Providing Agency

- (a) Period for issue Tender Document : 27-01-2025
- (b) Date and time for submission of Tender documents : 27-01-2025 to 24-02-2025 (upto 5:00 pm)
- (c) Date, Time and Venue for Opening of Bids : 25-02-2025 at 11:00 am
- (d) Likely date for commencement of deployment of required man power : 01-03-2025

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Collector cum Chairman & District Magistrate  
Mayurbhanj

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The District Project Office, Samagra Sikshya Mayurbhanj requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of 26 Data Entry Operator, who are to be engaged at 26 Block Education Offices under BRC Interventions @1 per each Block of Mayurbhanj District.
2. The contract for providing the aforesaid manpower services is likely to commence from the **date of signing of the agreement** and would continue till the **completion of one year**. The period of the contract may be further extended beyond **one year** provided the requirement of the **Block Education Offices Samagra Sikshya Mayurbhanj** for manpower persists at that time or may be curtailed/ terminated before **one year** owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the **Block Education Offices Mayurbhanj** however, the authority reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. The **Block Education Offices Samagra Sikshya Mayurbhanj** has tentative requirement 26 Data Entry Operator for Block Education Offices under BRC Intervention Samagra Sikshya.
4. The provisional estimated cost of the contract is **Rs.49,43,500/-** (Rupees Fortynine Lakh Fortythree Thousand Five Hundred) only for a period of one year.
5. The interested Manpower Service Providers may submit the tender document complete in all respects with requisite documents by **24.02.2025 up to 5.00 PM** at District Project Office, Samagra Sikshya Mayurbhanj. The various crucial dates relating to "**For providing Services of 26 Data Entry Operators for BEO, Mayurbhanj**" are indicated here under:

**Period for issue Tender Documents : 27.01.2025 to 24.02.2025**

**(a) Date and time for submission of**

Tender documents : **By 24.02.2025 up to 5.00 pm**

**(b) Date, Time and Venue for**

Opening of Bids : **25.02.2025 , 11.00 am at Collectorate Mbj**

**(c) Likely date for commencement of deployment**

of required man power w.e.f: **01.03.25 (from the date of signing of agreement)**



6. The tenders are 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 Services of 26 Data Entry Operator for Block Education Offices under BRC Interventions of Samagra Sikshya, Mayurbhanj**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for providing Services of 26 Data Entry Operator for Block Education Offices, Mayurbhanj**".
7. **TENDER PAPER COST:** The Tender Paper cost of Rs. 5,000/- (Rupees Five Thousand) only, non -refundable should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft / Pay Order drawn in favour of the **District Project Coordinator, SSA, Mayurbhanj** failing which the tender shall be rejected summarily.
8. **EMD:** The bidders are required to deposit Rs.50,000/- (Rupees Fifty Thousand only) as EMD, which will be refunded to the unsuccessful bidders. In case of successful bidders, it will be **converted into security deposit**. This EMD money shall be in form of Demand Draft / Pay Order drawn in favour of the **District Project Coordinator, SSA, Mayurbhanj** failing which the tender shall be rejected summarily.
9. **PERFORMANCE SECURITY:** The successful tenderer/bidder/Service providing agency will have to deposit **Security Deposit / Performance Security** either in shape of **Demand Draft or Pay order drawn in favour of the District Project Coordinator, SSA, Mayurbhanj** from any of the scheduled bank for a value equivalent to **@5% of the total contract value** covering the period of contract.
11. **No exemption of Tender money:** No exemption on **EMD/Security/Tender Application Cost** will be allowed to the SSI/MSME units or any other agency vide OSEPA L/no. **8108/FIN/12 dtd. 03.09.2012**
10. **BLACKLISTING:** Declaration by bidder that: That, our company/Firm is not blacklisted in any manner whatsoever by any of the State/UT and/or central government in India/ any PSUs on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the last five years up to the date of submission of bid or the black listing shall not be in force till the date of submission of bid, if awarded, prior to the said five years. That, neither the Company/Firm nor any of its director/s nor partner/s have been convicted by any court of law nor any criminal case be pending against them before court of law. The company/Firm will have to submit a self declaration in the Company Letter Pad. (Provide information as per the prescribed format at the **(Prescribed Format)**).



11. The tendering Manpower Service providers are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the State Governments/Central Government), along with the Technical Bid, **failing which their bids Shall be summarily/out rightly rejected and will not be considered any further:**
- (a) Registration certificate of the applicant organization;
  - (b) Copy of PAN / GIR card;
  - (c) Copy of the IT return filed for the last three financial years;
  - (d) Copies of EPF and ESI registration certificates;
  - (e) Copy of the Service Tax registration certificate;
  - (f) Certified extracts of the Bank Account containing transactions during last three years.
  - (g) Affidavit regarding not black listed/bankrupted/non involvement in criminal activities.
  - (h) Proof of Local Office Adress
12. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
13. There are already 26 DEOs are engaged by Manpower service providing/out sourcing agency. So, the successful bidder may engage these DEOs basing on performance.
14. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
15. The Technical bids shall be opened on the scheduled time, date and at the venue i.e **25.02.2025, 11.00 am in the Office Chamber of the Collector, Mayurbhanj** in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
16. The Financial Bid of only those bidders will be opened whose Technical bids are found in order. The Financial bids shall be opened at **25.02.2025** after evaluation of tech bid in the **in the Office Chamber of the Collector, Mayurbhanj** in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
17. The authority reserves the right to annul all bids without assigning any reason thereof.

**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 jurisdiction of Mayurbhanj District.
  - (b) They should be registered with the appropriate registration authority;
  - (c) They should have at least **two/three years'** experience in providing manpower to Government Departments /Public Sector Companies/ Banks, etc;
  - (d) They should have their own Bank Account;
  - (e) They should be registered with Income Tax and Service Tax departments;
  - (f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
  - (g) They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.
  - (h) Minimum turn-over requirement. (20 lakhs p.a.)
  - (i) Execution of contracts of similar type (at least five) during preceding 3 years of value equal or more than 60% of the estimated cost of the present contract.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE BLOCK EDUCATION OFFICES, MAYURBHANJ DISTRICT.**

1. She/he should be above 21 years of age and not exceeding 40 years. As on 01.01.2025.
2. Since Data Entry Operator's are already engaged through outsourcing agencies, they may continue basing on their performance, if required.
3. The Minimum Educational Qualification for Data Entry Operators will be Graduation in any discipline with DCA/PGDCA.

  
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**APPLICATION - TECHNICAL BID**

**For Providing Manpower Services to Block Education Offices, Samagra Sikshya, Mayurbhanj.**

1. Name of Tendering Manpower Service Provider: \_\_\_\_\_

2. Details of Tender Application Cost : DD / PO \_\_\_\_\_ date \_\_\_\_\_

of Rs.5,000/- drawn on Bank \_\_\_\_\_

3. Details of Earnest Money Deposit : DD / PO \_\_\_\_\_ date \_\_\_\_\_

of Rs.50,000/- drawn on Bank \_\_\_\_\_

4. Name of Proprietor /Partner/ Director: \_\_\_\_\_

5. Full Address of Registered Office: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. : \_\_\_\_\_ FAX No. : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

6. Full address of Operating / Branch Office: \_\_\_\_\_

\_\_\_\_\_

Telephone No. : \_\_\_\_\_ FAX No. : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

7. Name & telephone no. of: \_\_\_\_\_

Authorized officer/person  
to liaise with Field Office(s)

8. Banker of the Manpower Service Provider: \_\_\_\_\_

(Attach certified copy of statement of  
A/c for the last Three years) \_\_\_\_\_

Telephone Number of Banker: \_\_\_\_\_

9. PAN / GIR No. : \_\_\_\_\_

(Attach attested copy)

10. Service Tax Registration No. : \_\_\_\_\_

(Attach attested copy)

11. E.P.F. Registration No. : \_\_\_\_\_  
(Attach attested copy)

12. E.S.I. Registration No. : \_\_\_\_\_  
(Attach attested copy)

13. Financial turnover of the tendering **Manpower Service Provider** for the last 3 Financial Years.

**Financial Year Amount (Rs. Lacs) Remarks, if any**

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2021-22		
2022-23		
2023-24		

14. Latest GSTR-1 & 3B

15. Local Office Address:

16. Additional information, if any:  
(Attach separate sheet if space provided is insufficient)



17. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format (if the space provided is insufficient, a separate sheet may be attached) :

Sl. No.	Name of client, Address, telephone & Fax no.	Manpower service provider		Amount of contract (Rs. Lacs)	Duration of contract	
		Type of manpower provided	No.		From	To

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

Signature of Proprietor / Director /  
authorized person

Full Name:

Seal :

Date:

Place:



**DECLARATION**

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

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

3. The information / documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact  
that furnishing of any false information / fabricated document would lead to rejection of  
my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of Proprietor / Director /authorized person

Place :

Full Name:

Seal :



## Form for self-declaration of not been Blacklisted

(To be submitted in the form of court affidavit)

To,

The District Project Coordinator,  
Samagra Sikshya Mayurbhanj,  
Odisha, Pin -757002

Sub: Declaration of not been blacklisted in response to the RFP for **Engagement of Manpower Service Providing Agency for providing Data Entry Operator** published vide Advt. No \_\_\_\_\_/Estt/Date\_\_\_\_\_

Dear Sir,

We the company/Firm, M/s \_\_\_\_\_, is hereby undertaking the followings:

1. That, our company/Firm is not blacklisted in any manner whatsoever by any of the State/UT and/or central government in India/ any PSUs on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the last five years up to the date of submission of bid or the black listing shall not be in force till the date of submission of bid, if awarded, prior to the said five years
2. That, neither the Company/Firm nor any of its director/s nor partner/s have been convicted by any court of law nor any criminal case be pending against them before court of law.

Also, it is to undertake herewith that in case it is found any such misrepresentation to the above mentioned fact, the authority shall have the right to cancel/reject the bid document submitted with respect to this RFP or disqualify the bid without further notice.

Date:  
person

Signature of Proprietor / Director /authorized

Place:

Full Name:

Seal:

**APPLICATION - FINANCIAL BID**  
**for Providing Manpower Assistance to Block Education Offices, Mayurbhanj District.**

1. Name & Address of Manpower Service Provider:.....  
 .....  
 .....

Sl. No	Manpower Type	Monthly Service Charges per DEO / Per month						
		*Take home remuneration	EPF	ESI	Other Statutory dues if any	Service Charge		Total Person
1	Data Entry Operator					.....%		

The bidder is required to fill up/quote only Service charges in **percentage** including profit & charges.  
**NB: At present the approved basic rate per DEO per month is Rs.11,100/-**

The minimum service charge for outsourcing manpower is 3.85% on the applicable minimum wages payable to the DEOs. If a bidder quotes service charges less than 3.85% or more than 7%, the bid shall be treated unresponsive and will be disqualified.

Signature of Proprietor /  
 Director /authorized person

Full Name:  
 Seal:

Date:  
 Place:



## TERMS & CONDITIONS

### GENERAL

1. The Agreement shall commence from **the date of signing agreement** and shall continue till **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.
2. The Agreement shall automatically expire **after one year** unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions /deletions / modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The Block Education Offices, at present, has tentative requirement of 1 Data Entry Operator at each Block on urgent basis (for Samagra Sikshya Scheme-BRC Intervention), Mayurbhanj may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower services, if required, on the same terms and conditions.
6. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent 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.
7. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
8. There are already 26 Data Entry Operators working in Block Education Offices Mayurbhanj, The selected Manpower Service Provider may engage these Data Entry Operators basing on their performance as required. The age parameter as mentioned above, i.e 40 years will not be applicable for these candidates working in such places.
9. The persons deployed shall be required to report for work at 10.00 a.m in Block Education Offices, Mayurbhanj concerned and may also required to work beyond 5.30 PM for which he/ she would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
10. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the District Project Coordinator, Samagra Sikshya,



Mayurbhanj so that optimal services of the persons deployed could be availed without any disruption.

11. The entire financial liability in respect of manpower services deployed in the Block Education Offices, Mayurbhanj concerned shall be that of the Manpower Service Provider and the Block Education Offices concerned will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the Block Education Offices / DPC, SSA concerned.

12. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Block Education Offices / DPC, SS Office concerned.

13. The payment of remuneration to the manpower has to be through bank account only. No cash payment shall be made to the firm.

14. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Block Education Offices / District Project Office concerned in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service Provider the deployed person can place their grievance before a Joint Committee consisting of a representative of the Block Education Officer / District Project Coordinator, Mayurbhanj and an Authorized representative of the Manpower Service Provider.

15. The Block Education Officer / District Project Coordinator SS Mayurbhanj 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.

16. 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.

17. 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.

18. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.

19. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost. \*

20. 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.

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

22. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Block Education Offices / District Project Coordinator SS Mayurbhanj Office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

### LEGAL

23. 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.

24. 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 Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned. The Block Education Offices / District Project Coordinator SS Mayurbhanj Office concerned shall have no liability in this regard.

25. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned .



26. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned or any other authority under Law.

27. 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 Department or office concerned.

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

28. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned is put to any loss / obligation, monetary or otherwise, the Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned 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.

29. 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 Block Education Offices / District Project Coordinator, SS Mayurbhanj 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 Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

### **FINANCIAL**

30. The Technical Bid Should accompanied with a processing fee of Rs. 5,000/- (Rupees five Thousand) only, non -refundable in shape of D.D./P.O. drawn in favour of District Project Coordinator, SSA, Mayurbhanj . Failing which the tender shall be rejected out rightly.

31. The earnest money deposited by the agencies, who do not qualify the Technical Bid (1<sup>st</sup> phase) / Financial Bid (2<sup>nd</sup> Competitive stage) shall be returned to them without any interest. In case of successful tenderers if the agency fails to deploy the required man power against the initial requirement within 30 days from the date of placing of order the EMD shall stands forfeited without giving any further notice.

32. The successful tenderer will have to deposit a **Security Deposit / Performance Security Deposit** for a value equivalent to **@5% of the total contract value** in form of DD/PO from any nationalized Bank drawn in favour of **District Project Coordinator, Samagra Sikshya, Mayurbhanj** covering the period of contract.

33. In case of breach of any terms and conditions attached to this agreement, the total Security Deposit / Performance Security Deposit of the manpower service provided shall be liable to be forfeited besides annulment of the Agreement.
34. The Manpower Service Provider shall raise the bill, in triplicate, along with Performance – Cum- Absentee Statement duly Signed by the Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned in respect of the persons deployed and submits 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.
35. 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 of the 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 Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned.
36. 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.
37. 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.
38. 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.
39. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, which has executed the agreement, is located.
40. The successful bidder will enter into an agreement with the District Education Officer / District Nodal Officer, PM Poshan, Mayurbhanj for supply of suitable and qualified manpower as per requirement of the Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned on the above terms and conditions.



**DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID**

1. Application - Technical Bid;
2. Attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last three years;
4. Attested copy of PAN / GIR Card;
5. Attested copy of the latest IT return filed by agency;
6. Attested copy of Service Tax registration certificate;
7. Attested copy of the P.F. registration/Coverage letter / certificate;
8. Attested copy of the E.S.I. registration/Coverage letter / certificate;
9. Attested copy of Local Office address proof;
10. Certified documents in support of the Financial turnover of the agency;
11. Certified documents in support of entries in column 14 of Technical Bid application if any;
11. Copy of the terms and conditions at pages **11 to 16** in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
12. EMD of Rs. 50,000/- in shape of DD/PO.
13. Cost of Tender Paper for Rs.5,000/- in shape of D.D in favour of District Project Coordinator, SSA Mayurbhanj payable at Baripada must be attached in case of the Tenderers who downloaded from the website.



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

1. List of Manpower short listed by agency for deployment in **Block Education Offices of Mayurbhanj** containing full details i.e. date of birth, marital status, address, educational qualification etc.
2. Bio-data of all persons.
3. Any other document considered relevant.

**AGREEMENT**

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ Between the Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned, here-in-after referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors or assignees of the one part;

**And**

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

Whereas, the "Authority" desires that the services of " \_\_\_\_\_ " are required in  
\_\_\_\_\_ Department/Office;

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

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



**Now this agreement witnesses as below:-**

1. That the Annexure containing the Terms and Conditions shall be deemed to form and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the "Authority" to the "Manpower Service Provider", the "Manpower Service Provider" hereby agrees with the "Authority" to provide personnel to be engaged as "Data Entry Operator" under BRC Interventions of Samagra Sikshya of Mayurbhanj District in conformity with the provisions of the Terms and Conditions.
3. That the "Authority" hereby further agrees to pay the "Manpower Service Provider" the contract price at the time and in the manner prescribed in the said Terms and Conditions.
4. That in the event of any dispute that may arise it shall be settled as per the Terms and Conditions of the contract.
5. That this agreement is valid up to.....

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

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

Signature of the Authority/ officer  
An Officer acting in the premises  
for and on behalf of the  
District Project Coordinator, SS,  
Mayurbhanj

**In the presence of witness:-**

**Witness**

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

**Witness**

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

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

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



## TERMS & CONDITIONS OF THE AGREEMENT

1. The Agreement shall commence from \_\_\_\_\_ and shall continue till \_\_\_\_\_ 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 \_\_\_\_\_ unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The 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.
6. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
7. The persons employed shall be eligible for special leave of 12 days for one year. The leave will not be carried over to the next year & will lapse on the completion of each year of service. Female employees, who are married & have less than two surviving children, would be eligible to get the benefit of "absence from duty" on maternity ground for 180 days. The persons employed shall be required to report for work during the office hour, may also require to work beyond the office hour for which he would not be pay any extra remuneration. In case the person deployed remains absent on a particular day or comes late/ leaves early on three occasions proportionate deduction from the remuneration for one day will be made.
8. The persons deployed shall be required to report for work at Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned may also required to work beyond 5.30 PM for which he would not be paid any extra remuneration.
9. In case the person deployed is asked to work beyond 8 PM, he/she shall be entitled to late sitting-cum-refreshment compensation of Rs. 50/- (fifty) per day.
10. The person deployed may be called on holidays to attend duty or as and when required by the Authority.



11. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Authority so that optimal services of the persons deployed could be availed without any disruption.
12. The entire financial liability in respect of manpower services deployed in district/ Office concerned shall be that of the Manpower Service Provider and the Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned j will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence along with the monthly bill as may be required by Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned for reimbursement.
13. 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 district administration.
14. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service Provider the deployed person can place their grievance before a Joint Committee consisting of a representative of the Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned and an Authorized representative of the Manpower Service Provider.
15. The Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned 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.
16. 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.
17. 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.
18. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
19. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost, if required under the Act.

20. 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.
21. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
22. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
23. 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.
24. 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 Department or office concerned. The Department or office concerned shall have no liability in this regard.
25. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Department or office concerned.
26. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Department or office concerned or any other authority under Law.
27. 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 Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned.
28. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned is put to any loss / obligation, monetary or otherwise, the Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned 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.

29. 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 Block Education Offices / District Project Coordinator, SS Mayurbhanj 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 Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

30. 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.

31. The Manpower Service Provider shall raise the bill, in triplicate, along with Performance –cum – Absentee Statement duly signed by the Block Education Offices / District Project Coordinator, SS Mayurbhanj Office concerned in respect of the persons deployed and submits 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.

32. 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 Department or Office concerned.

33. 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.

34. 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.

35. 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.

36. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.

37. The Data Entry Operators already engaged/continuing by Service providing agency may continue on the basis of their performance.

Accepted the above terms & conditions

Seal & Signature of Bidder/Tenderer  
Date:

  
**Collector & District Magistrate  
Mayurbhanj**

  
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**Memo No.363/ dt.27.01.2025**

Copy to CDO. ZP, Baripada/ ADM, Baripada/ /All B.E.Os/ D.I.P.R.O., Baripada with request to display the Notice Board for wide publicity.

Copy to the Office Notice Board.

-sd-

Collector & District Magistrate  
Mayurbhuj.

**Memo No.364/ dt. 27.01.2025**

Copy submitted to Commissioner- Cum- Secretary to Govt. School and Mass Education Department, Odisha, Bhubaneswar/ SPD OSEPA, Bhubaneswar for kind information and necessary action.

-sd-

Collector & District Magistrate  
Mayurbhuj.

**Memo No.365/ dt.27.01.2025**

Copy to District Informatics Officer, NIC, Mayurbhanj, Baripada/ Asst Director MIS OSEPA Bhubaneswar for information and necessary action with a request to make available the Tender Notice in Mayurbhanj District web site/OSEPA web site.

-sd-

Collector & District Magistrate  
Mayurbhuj.