



ZILLA PARISHAD, MAYURBHANJ

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Letter No. 3903 / ZP/ Date: 23/05/2025

INVITATION OF PROPOSAL FOR HIRING OF STAFF ON OUTSOURCING BASIS.

Sealed tenders are invited from reputed Manpower Service Provider Agency to provide the services of **06** nos. of Sweeper, **04** nos. of Security personnel, **02** nos. of Gardener, **01** no. of Supervisor and **01** no. of Asst. Supervisor at **Maa Kichakeswari Temple, Khiching** and **07** nos. of Sweeper, **04** nos. of Security personnel, **02** nos. of Gardener, **01** no. of Supervisor and **01** no. of Asst. Supervisor at **Bhimkund, Thakurmunda** on contractual basis for day to day Safety, security & Sanitation work for a period of one year on contract basis under **District Tourist Office, Mayurbhanj**.

The detailed information for outsourcing the service of aforesaid post has been given in the Tender Document which may be downloaded from the District website i.e. (www.mayurbhanj.odisha.gov.in). The last date and time for submission of Tender Document is 16-06-2025 upto **01.00 PM** by **Speed Post or Registered Post** only at the Address mentioned below.

Chief Development Officer-cum-EO, ZP, Mayurbhanj
Murgabadi, Near RTO Office, Bhanjpur-757002
Mayurbhanj, Odisha

1. Technical bid will be opened on 17-06-2025 at **11.00 AM**.
2. Only technically qualified bidders are eligible to participate in **Financial Bid** on the same day.

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

Any Addendum/ Corrigendum/ Notice etc. for this tender issued by the authority will be hosted only in the District Website.

She
23-05-25
Chief Development Officer-cum-EO,
Zilla Parishad, Mayurbhanj

Memo No: 3904 / ZP; Date: 23/05/2025.

Copy to the Notice Board of the Collector & DM, Mayurbhanj/All ADMs, Mayurbhanj/ All PA, ITDAs/Dy. Collector, Nizarat, Collectorate, Mayurbhanj / Sub-Collector, Baripada/ Udala/ Rairangpur / Karanja/ All BDOs / All Tahasildars / Executive Officer, Baripada Municipality/DI & PRO, Mayurbhanj, Baripada with a request to affix the above tender call notice in their notice board for wide publicity.

She
23-05-25
Chief Development Officer-cum-EO,
Zilla Parishad, Mayurbhanj



ANNEXURE-II

ZILLA PARISHAD, MAYURBHANJ
PANCHAYATI RAJ & DRINKING WATER DEPARTMENT,
GOVERNMENT OF ODISHA
Baripada, Murgabadi, Mayurbhanj -757002
ori-dmayurbhanj@nic.in

**TENDER DOCUMENT FOR
ENGAGEMENT OF MANPOWER
SERVICE PROVIDER AGENCY FOR
PROVIDING MANPOWER FOR SAFETY,
SECURITY AND SANITATION AT
KHICHING & BHIMKUND UNDER
TOURISM DEPARTMENT**

Contents of Tender Documents

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SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. The **District Tourist Office, Mayurbhanj** requires the service of reputed, well established and financially sound Manpower Service Providers to provide services of **06** nos. of Sweeper, **04** nos. of Security personnel, **02** nos. of Gardener, **01** no. of Supervisor and **01** no. of Asst. Supervisor at Maa Kichakeswari Temple, Khiching and **07** nos. of Sweeper, **04** nos. of Security personnel, **02** nos. of Gardener, **01** no. of Supervisor and **01** no. of Asst. Supervisor at Bhimkund, Thakurmunda on contractual basis for day to day Safety, Security & Sanitation work.
2. The **CDO-cum-EO, ZP, Mayurbhanj** is the **Tender Inviting Authority** on behalf of **Tourist Officer, Mayurbhanj**. After finalization of the Tender, Agreement shall be signed between the Tourist Officer, Mayurbhanj with the selected bidder.
3. **The Agency should execute the activity specified below :**
 - I. **Sweeping and cleaning:** The agency shall ensure sweeping and cleaning of areas within the campus or adjacent to it. These include pathway, regularly visited places, common facilities (toilets, rest rooms, hall, wash basin) etc.
Cleaning Timing:

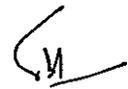
| | | |
|----|-----------------------|----------------------|
| 1. | 1 st Shift | 05:00 AM to 08:00 AM |
| 2. | 2 nd Shift | 03:00 PM to 06:00 PM |
 - II. **Collection and Segregation of waste:** The agency shall place twin bins with proper signage for collection of dry & wet waste. The waste collected from bins as well as sweeping and cleaning activities shall be segregated and transported to the wealth center allocated by district administration. The bins shall be provided by the district administration. The agency shall spread awareness on littering and promote collection and segregation of waste.
 - III. **Augmentation and maintenance of Green spaces:** The agency shall maintenance existing Green Spaces (Gardens/ plantation) and create new ones within or adjacent to the campus in consultation with district administration.
 - IV. **Safety and Security of Visitors:** The agency shall ensure safety and security of visitors and protection of assets. The person deployed should be aware of the unsafe places and conditions within or adjacent to the campus. They should make visitors aware of potential risks. They should be able to manage crowd during peak hours. They should be trained to handle unforeseen situation and aid people during emergency. The agency shall plan for regular patrolling and monitoring of the tourist area to detect and prevent potential security threats to ensure the safety of visitors and protection of assets.



- V. **Supervision:** The agency shall supervise the works of all the staff deployed through supervisor. The supervisor shall record attendance of its support staff, assign their duties regularly and ensure that the intended purpose is met. The agency shall ensure the name and contact detail of the supervisor is displayed at a prominent place for the visitors to contact for any query/ suggestion. The agency shall develop and implement emergency response plans to handle situation like medical emergency, fires or natural disasters.
- VI. **Dress Code:** The agency shall ensure a dress code is adopted by its entire staff. The dress shall prominently display the logo of the District Administration. The selected agency will provide the uniform after the approval of the concerned District Administration.
4. The District Administration shall provide all types of sanitary materials for sweeping & cleaning at both the tourist place as per the requirements.
 5. The contract of providing the aforesaid manpower is likely to commence from **01.07.2025** and would continue till **30.06.2026**. The period of the contract may be further extended beyond **30.06.2026** provided the requirement of the District Tourist Office, Mayurbhanj for manpower persists at that time or may be curtailed / terminated before **30.06.2026** owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the District Tourist Office, Mayurbhanj's requirements. The District Tourist Office, Mayurbhanj however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
 6. The estimated cost of the contract is Rs. **65,00,000/-** (Rupees Sixty Five Lakh) only.
 7. The tender document can be downloaded from the website **www.mayurbhanj.odisha.gov.in**
 8. The interested Manpower Service Providers may submit the tender document complete in all respects along with Tender paper cost of **Rs. 10,000/-** (Ten thousands) only & Earnest Money Deposit (EMD) of **Rs. 1,30,000/-** (Rupees One Lakh & Thirty Thousand) only and other requisite documents by **16-06-2025** up to **1:00 PM** to Zilla Parishad, Mayurbhanj. The Tender Paper cost is non refundable.



9. The various crucial dates relating to "Tender for Providing Manpower Services to the District Tourist Office, Mayurbhanj" is cited as under.
- (a) Date and time of receipt of the Tender documents by speed post/ Registered post: 16-06-2025 up to **1:00 PM**
- (b) Date and time for opening of
- (i) Technical Bid : 17-06-2025, at **11:00 AM**
- (ii) Only technically qualified bidders are eligible to participate in **Financial Bid** on the same day : 17-06-2025
- (c) Likely date for commencement of Deployment of required manpower : **01.07.2025**
10. The tender has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for Providing Manpower Services to District Tourist Office, Mayurbhanj" & "Financial Bid for Providing Manpower Services to District Tourist Office, Mayurbhanj". **Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Providing Manpower Services to District Tourist Office, Mayurbhanj". If not Super scribed, then the bid document shall be out rightly rejected.**
11. The Tender paper cost of Rs. **10,000/-** (Ten thousands) only and Earnest Money Deposit (EMD) of **Rs. 1,30,000/-** (Rupees One lakh & Thirty Thousand) only, refundable (Without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand draft/Pay order drawn in favour of CDO-cum-EO, Zilla Parishad, Mayurbhanj payable at Baripada failing which the tender shall be rejected summarily.
12. The successful bidder will have to deposit a **Performance Security Amount @5%** of the Contract value in the form of Bank Guarantees/TDR from Nationalized bank drawn in favour of **Tourist Officer, Mayurbhanj** covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee/TDR will have to be accordingly renewed by the successful bidder.



13. The tendering Manpower Service providers are required to enclose 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 organization.
 - (b) Copy of PAN card;
 - (c) Copy of the IT return filed for the last three financial years;
 - (d) Copies of EPF and ESI certificates and latest return filed by the agency;
 - (e) Copy of the GST registration certificate and latest return filed by the agency;
 - (f) Bank Account details (Copy of front page of the passbook/ cancelled cheque).
 - (g) The bidder must have an average annual turnover of Rs 50.00 Lakh (Rupees Fifty Lakhs) and above during the last 03 consecutive Financial Years.
(Turnover certificate duly signed by Chartered Accountant must be submitted).
14. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**
15. 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. **Overwriting or cutting or use of whitener is not 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 signed by the authorized person.
16. The Technical bids shall be opened on the scheduled date and time at **11:00 AM** on 17-06-2025 in the office of CDO-cum-EO, Zilla Parishad, 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 Financial Bid of only those tenderers will be opened whose Technical bids are found in order. The Financial bids shall be opened after finalization of Technical Bid in the office of CDO-cum-EO, Zilla Parishad, 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.
18. In the financial bid, the bidder with the lowest price shall be awarded the contract. However, in case more than one bidder quotes the same lowest price, then the agency shall be awarded the contract through lottery.
19. The Competent Authority of the Zilla Parishad, Mayurbhanj 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 specification.
 - a. The registered office or one of the branch offices of the manpower service providers should be located within the State of Odisha. Besides, the District Tourist Office, Mayurbhanj is procuring manpower for deployment in their Field Office (s), the manpower service provider should provide the name, designation and contract 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 **03** years' experience in providing manpower to Government Departments / Public Sector Companies / Banks, etc. The Agency must have executed contracts during preceding 3 years of value equal or more than 60% of the estimated cost of the present contract
 - d. Bank Account details (Copy of front page of the passbook/ cancelled cheque).
 - e. They should be registered with Income Tax and GST Department. Copy of the IT return filed for the last three financial years and latest GST return filed by the agency must be submitted.
 - f. They should be registered with appropriate authorities under Employees Provident Fund (EPF) and Employees State Insurance (ESI) etc. Copy of latest return filed by the agency must be submitted.
 - g. They should have any other regulatory clearance (to be specified by the user District Tourist Office, Mayurbhanj that may be required for providing manpower services.
 - h. The bidder must have an average annual turnover of Rs.50.00 Lakh (Rupees Fifty Lakh) and above during the last 03 consecutive Financial Years. (Turnover certificate duly signed by Chartered Accountant must be submitted).
 - i. Affidavit under the seal of the firm regarding non association with any employees of the Zilla Parishad, Mayurbhanj & District Tourist Office, Mayurbhanj undertaking that the firm has never been blacklisted by any Government organization/ Banks/PSUs.



**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED
BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE
DISTRICT TOURIST OFFICE, MAYURBHANJ**

1. She/ He should be above 18 years of age and not above 60 years.
2. Supervisor should have ample experience of managing safety, security & sanitation services and / or should be a retired administrative service or defence service background.
3. The minimum Educational Qualification for Sweeper, Gardener & Security Personnel will be 8th Pass.
4. The Candidate shall have well conversant with Odia language.



APPLICATION- TECHNICAL BID

For Providing Manpower Services to District Tourist Office, Mayurbhanj

1. Name of Tendering Manpower Service Provider: _____

2. Details of Tender Paper Cost & EMD: 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):

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7. Bank Account Details of Manpower Service Provider (Copy of front page of the passbook/ cancelled cheque):

8. PAN No. (Attach attested copy):

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

10. E.P.F. Registration No. (Attach attested copy):

11. E.S.I. Registration No. (Attach attested copy):

12. Financial Turnover of the tendering Manpower Service Provider for the last three Financial Years:

| 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):

14. 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 Provided | | Amount of contract (Rs. in 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

Name:

Seal :

Declaration

1. I, _____ Son/ Daughter/ Wife of Shri

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:

Place:

Signature of Authorized Person

Name:

Seal :



APPLICATION – FINANCIAL BID

For Providing Manpower Services to District Tourist Office, Mayurbhanj

1. Name of Tendering Manpower Service Provider: _____

| Sl No. | Manpower Type | Monthly Service Charge per Person/ per Month | | | | | | |
|--------|---|--|----------------|-----|-----|-----|--|------------------|
| | | Remuneration per month | Service Charge | GST | EPF | ESI | | Total per person |
| 1. | Sweeper, Gardener, Security Personnel, Supervisor & Asst. Supervisor. | | | | | | | |

Notes:

1. The Bidder is required fill up/ quote only for Service charge in percentage including profit & charges. The minimum service charge for outsourcing manpower is 3.85%. If the bidder quotes service charges less than 3.85% or more than 7%, the bid shall be treated unresponsive and will be disqualified.
2. 1% Income Tax (TDS) in case of sole proprietorship / 2% Income Tax (TDS) in case of other will be deducted from the Bill of the Bidder on payment and will be deposited under the proper head of account.
3. 2% GST (TDS) will be deducted from the Bill as per the norms of the GST and will be deposited under proper head of account.
4. In the financial bid, the bidder with the lowest price shall be awarded the contract. However, in case more than one bidder quotes the same lowest price, then the agency shall be awarded the contract through lottery.

Date:

Place:

Signature of Authorized Person

Name:

Seal :



TERMS CONDITIONS

1. The Agreement shall commence from **01.07.2025** and shall continue till **30.06.2026** unless it is curtailed or deployed, breach of contract etc or change in requirements.
2. The Agreement shall automatically expire on **30.06.2026** 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 District Tourist Office, Mayurbhanj, at present has tentative requirement of 13 nos. of Sweeper, 04 nos. of Gardener, 08 nos. of Security Personnel, 02 nos. of Supervisor and 02 nos. of Asst. Supervisor on daily basis. The requirement of the Dist. Tourist Office, Mayurbhanj may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower service, if required on the same terms and condition.
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 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 15days notice to the manpower service provider.
8. The person deployed shall be required to work on shift basis at Maa Kichakeswari Temple, Khiching and Bhimkund Thakurmunda and report to District Tourist Office, Mayurbhanj on daily basis. In case the person deployed remains absent on a particular day or comes late/leaves early on three

occasions, proportionate deduction from the remuneration for one day will be made.

9. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the District Tourist Office, Mayurbhanj, so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower service deployment in the Dist. Tourist Office, Mayurbhanj shall be responsible of the manpower service provider and the Dist. Tourist Office, Mayurbhanj or office 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 notified by the Govt. from time to time and adduce such evidences as may be required by the DTO, Mayurbhanj. If at any point of time it is found that the agency is paying to the candidate less remuneration, the agreement shall be terminated EMD & security deposits shall be forfeited.
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 different rules and acts in respects of manpower so deployed. The person deployed by the manpower service shall not have any claim whatsoever like employer and employee relationship against DTO, Mayurbhanj or office concerned.
13. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The DTO, Mayurbhanj shall, in no way be responsible for settlement of such issues whatsoever. In case the Grievance 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 DTO, Mayurbhanj office concerned and authorize representative of the manpower service provider.
14. The DTO, Mayurbhanj shall be 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 or after expiry of the Agreement.
 16. In case of termination of this agreement or 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.
 17. The person deployed shall not claim any benefit or compensation 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.
 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 registered 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 of 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 employee state insurance, whatever 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 DTO, Mayurbhanj. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed.

LEGAL:

22. The person 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 application 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 DTO, Mayurbhanj shall have no liabilities in this regard.
24. The manpower service provider shall also be liable for depositing all taxes levies, Cess, etc. on account of service rendered by it to the District Tourist Office, Mayurbhanj to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Attested Xerox copy of such documents shall be furnished to the District Tourist Office, Mayurbhanj.
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 District Tourist Office, Mayurbhanj or any other authority under law.
26. The Tax Deduction at Source (T.D.S) shall be done as per the provision of the income tax/GST act/rule, as amended from the time to time and certificate to this effect shall be provided by the District Tourist Office, Mayurbhanj.
27. In case the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the District Tourist Office, Mayurbhanj is put to any loss/obligation, monetary or otherwise, the DTO, Mayurbhanj 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 of the loss or obligation in monetary terms.
28. Agreement is liable to terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues. The District Tourist Office, Mayurbhanj will have no liability towards non-payment of remuneration to the person 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 District Tourist Office, Mayurbhanj by the person deployed, the same will be recovered from the unpaid bills or adjusted from the security deposit.

FINANCIAL

29. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest of **Rs 1,30,000/-** (Rupees One Lakh & Thirty Thousand) only in the form of Demand draft/ Pay order drawn in favour of **CDO-cum-EO, Zilla Parishad, Mayurbhanj failing which the tender shall be rejected out rightly.**
30. The Earnest Money Deposit in respect of the agencies which do not qualify the technically bid (first state)/ Financial bid (second competitive stage) shall be returned to them. In case of successful bidder if the agency fails to deploy the required manpower against the initial requirement within 30days from date of placing the order, the EMD shall stand forfeited without giving any further notice.
31. The successful bidder will have to deposit **Performance Security Amount @5%** of the Contract value in the form of Bank Guarantee/ TDR made in the name of the Agency and Pledged to the **Tourist Officer, Mayurbhanj** covering the period of contract. In case, the contract is further extended beyond the initial period, the BG/FDR will have to be accordingly renewed by the successful bidder.
32. 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.
33. The manpower service provider shall raise the bill in duplicate along with attendance sheet duly verified by the Tourist Officer, Mayurbhanj in respect of the persons deployed and submitted the same to the Tourist Officer in the first week of the succeeding month. But the agency should make payment to the staff in the 1st week of every month for providing uninterrupted service without depending on release of payment from the Tourist Officer, Mayurbhanj.
34. The claim in bills regarding Employees State Insurance, Provident Fund, GST, etc. should necessarily accompany 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 DTO, Mayurbhanj.

35. The amount of penalty calculated @Rs.200 per day on account of delay, if any in providing a suitable substitute for the period beyond three working days by manpower service provider shall be deducted from its monthly bills in the succeeding month.
36. The authority reserve the right to withdraw or relax any of the terms and conditions 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 court at the place where the headquarters of the authority, who has executed the agreement, is located.
39. The successful bidder will enter into an agreement with this District Tourist Officer, Mayurbhanj for supply of suitable and qualified manpower as per requirement of this District Tourist Office, Mayurbhanj on the above terms and conditions.

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DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application - Technical Bid;
2. Attested copy of registration of agency;
3. Supporting documents for registered office or branch office of the manpower service providers within the State of Odisha;
4. Bank Account details (Copy of front page of the passbook/ cancelled cheque);
5. Submit Tender paper cost of **Rs. 10,000/-** (Ten thousands) only & Earnest Money Deposit (EMD) of **Rs. 1,30,000/-** (Rupees One lakh & Thirty Thousand) only;
6. Attested copy of PAN Card;
7. Attested copy of the last 3 yrs. IT Return filed by agency;
8. Attested copy of the GST registration certificate and latest return filed by the agency;
9. Attested copy of the E. P.F. registration certificate and latest return filed by the agency;
10. Attested copy of the E.S.I. registration certificate and latest return filed by the agency;
11. Certified document in support of the Financial turnover of the agency;
12. Certified document in support of the experience in providing manpower to Government Departments / Public Sector Companies / Banks, etc.;
13. Self-attested Tender documents by the authorized signatory of the agency for a line of confirmation of the Terms & Conditions of the Tender;
14. Affidavit under the seal of the firm regarding non association with any employees of the District Tourist Office, Mayurbhanj & undertaking that the firm has never been blacklisted by any Government organization/ Banks/PSUs.

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

1. List of Manpower shortlisted by agency for deployment in **DISTRICT TOURIST OFFICE, MAYURBHANJ** containing full details i.e. Date of Birth, Marital Status, Address, Educational Qualifications & Police verification etc.
2. Bio-data of all candidates.
3. Any other document considered relevant.

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MODEL AGREEMENT

This agreement is made on this _____ day of _____ between the Governor of Odisha represented by District Tourist Officer, Mayurbhanj herein after referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors or assigns of the one part.

And

M/s _____ represented by Sri _____
Herein 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.

Where the authority desire that the service of _____ are required in _____ District Tourist Office, Mayurbhanj /office.

And whereas the Manpower Service Provider has offered its willingness to the same in conformity with the provision 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 constructed 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 _____ in the Dist. Tourist Office, Mayurbhanj /office in conformity with the provisions of the terms 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 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 upto _____.

IN WITNESS WHEREOF 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 officer authorized
to sign on behalf of manpower
service provider*

*Signature of the officer authority
officer acting in the premises for
and on behalf of the
Governor of Odisha.*

In the presence of witness

Witness

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

Witness

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



TERMS & CONDITIONS OF THE AGREEMENT

1. The agreement shall commence from(date) and shall continue till(date) unless it is curtail 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(date) 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 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 right 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 a 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 agreement.
6. The authority reserves the right to terminate the agreement during initial period also after giving 15days notice to the Manpower Service Provider.
7. The persons deployed shall be required to work on shift basis at Maa Kichakeswari Temple, Khiching and Bhimkund Thakurmunda and report to District Tourist Office, Mayurbhanj on daily basis. In case the person deployed remains absent on a particular day or comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
8. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the DTO, Mayurbhanj, so that optimal services of the persons deployed could be availed without any disruption.

9. The entire financial liability in respect of manpower service deploy in the DTO, Mayurbhanj shall be responsible for the manpower service provider and the DTO, Mayurbhanj 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 notified by the Govt. from time to time and adduce such evidences as may be required by the DTO, Mayurbhanj. If at any point of time it is found that the agency is paying to the candidate less remuneration, the agreement shall be terminated EMD & security deposits shall be forfeited.
10. The payment of remuneration to the manpower has to be through bank account only. No cash payment can be made to them.
11. For all intents and purposes, the manpower service provider shall be "Employer" within the meaning of different rules and acts in respects of manpower so deployed. The person deployed by the manpower service shall not have any claim whatsoever like employer and employee relationship against the DTO, Mayurbhanj.
12. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The DTO, Mayurbhanj shall, in no way be responsible for settlement of such issues whatsoever. In case the Grievance 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 DTO, Mayurbhanj office concerned and authorize representative of the manpower service provider.
13. The DTO, Mayurbhanj shall be 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.
14. The persons deployed by the manpower service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during or after expiry of the Agreement.
15. In case of termination of this agreement or on its expiry or otherwise the persons deployed by the manpower service provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.

16. The person deployed shall not claim any benefit or compensation or regularization of deployment with office under the provision of rules and acts. Undertaking from the person deployed to this effect shall be required to be submitted by the manpower service provider.
17. The manpower service provider must be registered with the concerned Govt. Authorities i.e. Labour Commissioner, provident fund authorities, Employees State Insurance Corporation etc. and a copy of the registered 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 of cost.
18. The manpower service provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the manpower service provider. The manpower service provider shall be responsible for contributions towards Provident Fund and Employees state insurance, whatever applicable.
19. The person deployed by the manpower service provider should have good police records and no criminal case should be pending against them.
20. 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 DTO, Mayurbhanj. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed.
21. The person 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 application laws besides, action for breach of contract.
22. 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 DTO, Mayurbhanj shall have no liabilities in this regard.

23. The manpower service provider shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered by it to the Tourist Officer, Mayurbhanj to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Attested Xerox copy of such documents shall be furnished to the Tourist Officer, Mayurbhanj.
24. The manpower service provider shall maintain all statutory registers under the law and shall produce the same on demand, to the authority of the Tourist Officer, Mayurbhanj or any other authority under law.
25. The tax deduction at source (T.D.S) shall be done as per the provision of the income tax/GST act/rule, as amended from the time to time and certificate to this effect shall be provided by the Tourist Officer, Mayurbhanj.
26. In case the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the Tourist Officer, Mayurbhanj to the office concerned is put to any loss/obligation, monetary or otherwise, the Tourist Officer, Mayurbhanj 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 of loss or obligation in monetary terms.
27. Agreement is liable to terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues. The Tourist Officer, Mayurbhanj will have no liability towards non-payment of remuneration to the person 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 Tourist Officer, Mayurbhanj by the person deployed, the same will be recovered from the unpaid bills or adjusted from the performance security deposit.
28. In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the manpower service provider shall be liable to be forfeited besides annulment of the agreement.
29. The manpower service provider shall raise the bill in duplicate along with attendance sheet duly verified by the Tourist Officer, Mayurbhanj in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. But the agency should make payment to the staff in the 1st week of every month for providing uninterrupted service without depending on release of payment from the Tourist Officer, Mayurbhanj.

30. The claim in bills regarding employees state insurance, provident fund, service tax, etc. should 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 DTO, Mayurbhanj.
31. The amount of penalty calculated @Rs.200/- per day on account of delay, if any in providing a suitable substitute for the period beyond three working days by manpower service provider shall be deducted from its monthly bills in the succeeding month.
32. The authority reserve the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
33. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority for controlling officer for his decision and the same shall be binding on all parties.
34. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.

