

DIRECTORATE OF HIGHER EDUCATION, ODISHA, BHUBANESWAR.

\*\*\*\*\*

ORDER NO: 5M-26/2011-XII(Part)-

838

DATE:

05-1-19

TENDER CALL NOTICE

Sealed tenders are invited from reputed manpower agencies/ service providers to provide the services of contractual Driver, Peon, Chowkidar & Sweeper for a period of twelve months with effect from 01.02.2019 to 31.01.2020 on contract basis for day to day official work in different NCC Units of the state under administrative control of the Director, Higher Education, Odisha, Bhubaneswar.


The detailed tender document can be downloaded from the Govt. website. dheodisha.gov.in.

The last date for submission of Tender Documents is 28.01.2019 by 3.00 P.M.

By Order of the DHE(O)  
S.Dash Mohapatra  
Dy. Director (PE/NCC)

Memo No: 839 // Date: 05-1-19 // ✓

Copy alongwith C.D. submitted to the Director & Additional Secretary to Govt., Department of I & PR, Odisha, Bhubaneswar with a request to publish the advertisement in the local Daily Newspapers The Samaj, The Sambad & The Dharitri. Necessary advertisement cost may be borne by the I & PR Deptt.

  
Dy. Director (PE/NCC)

Memo No: \_\_\_\_\_ // Date: \_\_\_\_\_ //

Copy submitted to the SNO-cum-Dy. Secy. to Govt., Deptt. of Higher Education, Odisha, Bhubaneswar for information and necessary action.

  
Dy. Director (PE/NCC)

Memo No: 841 // Date: 05-1-19 //

Copy to OIC, PTC with a request to host the Tender Documents in the Govt. Website dheodisha.gov.in.(soft copy attached) w.e.f. 07.01.2019 .

  
Dy. Director (PE/NCC)

# DIRECTORATE OF HIGHER EDUCATION, ODISHA, BHUBANESWAR

\*\*\*\*\*

## TENDER DOCUMENTS

For providing services of Driver, Peon, Chowkidar and Sweeper to the Directorate of Higher Education, Odisha by a Private manpower service provider.

- |    |                                                                    |    |                          |
|----|--------------------------------------------------------------------|----|--------------------------|
| a. | Period of availability of Tender Document<br>in Department website | :- | 07.01.2019 to 28.01.2019 |
| b. | Last Date & time for submission of Tender Documents                | :- | 28.01.2019      3.00P.M. |
| c. | Date and time for opening of                                       |    |                          |
|    | (i)      Technical Bids                                            | :- | 28.01.2019      3.30P.M  |
|    | (ii)     Financial Bids of eligible Tenders<br>and selection       | :- | 28.01.2019      4.30P.M. |
| d. | Likely date for commencement of<br>Deployment of required manpower | :- | 01.02.2019               |

## CONTENTS OF TENDER DOCUMENT

<b>Sl.No.</b>	<b>Description of Contents</b>	<b>Page Number</b>
1	Scope of work and General Instructions for service Bidders.	01-03
2	Technical specification for the service provider and the manpower to deployed in different NCC Units of the state under the administrative control of Directorate of Higher Education, Odisha by the service provider.	04
3	Tender Application- Technical Bid.	05-06
4	Tender Application- Financial Bid.	07
5	Terms and Conditions.	08-11
6	List of documents to be provided with technical Bid & list of documents to be submitted by the successful agency before deployment of manpower.	12
7	Model Agreement.	13
8	Terms and Conditions of the Agreement.	14-17

**Note:- Documents should be attached chronologically by the applicant Outsourcing Agency.**

## SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

\*\*\*\*\*

1. The Director, Higher Education, Odisha, Unit-5, Bhubaneswar, requires the service of reputed, well established and financially sound Manpower Service Providers to provide services of Driver, Peon, Chowkidar and Sweeper on Contract basis for day to day official work in different NCC units of the state.

2. The contract for providing the aforesaid manpower is likely to commence from 01.02.2019 and would continue till 31.01.2020. The period of the contract may be further extended beyond 31.01.2020 provided the requirement of the Directorate for manpower persists at that time or may be curtailed / terminated before 31.01.2020 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Directorate's requirements. The Director, however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected service Provider.

3. This Director has tentative requirement for 09 nos. of Driver, 10 nos. of Peon, 08 nos. of Chowkidar and 11 nos. of Sweeper. The requirements may increase/decrease in any/all the categories.

4. The estimated cost of the contract is **Rs.37,67,400/- (Rupees thirty seven lakh sixty seven thousand four hundred)** only. The details are given below;

a.	Driver	:-	Rs.8,880/-x09x12=	Rs.9,59,040/-
b.	Peon	:-	Rs.8,070/-x10x12=	Rs.9,68,400/-
c.	Chowkidar	:-	Rs. 8,070/-x08x12=	Rs.7,74,720/-
d.	Sweeper	:-	Rs. 8,070/-x11x12=	Rs.10,65,240/-
<b>TOTAL</b>				<b>-- Rs.37,67,400/-</b>

5. The interested manpower Service Provider may submit the tender document complete in all respect along with Earnest Money Deposit (EMD) of **Rs.18,837/- (Rupees eighteen thousand eight hundred thirty seven)** only in shape of Demand Draft in favour of Establishment Officer, Directorate of Higher Education, Odisha, Bhubaneswar and other requisite documents by 28.01.2019 up to 3.00 P.M. at Directorate of Higher Education, Odisha, Bhubaneswar.

6. The various crucial dates relating to Tender for Providing Manpower services to the Director, Higher Education, Odisha, Bhubaneswar are cited as under:-

a.	Date of issue of Tender Document	:-	07.01.2019	
b.	Date & time for submission of Tender Document	:-	28.01.2019	3.00P.M.
c.	Date and time for opening of			
	(i) Technical Bids	:-	28.01.2019	3.30P.M
	(ii) Financial Bids of eligible Tenders and selection	:-	28.01.2019	4.30P.M.
d.	Likely date for commencement of Deployment of required manpower	:-	01.02.2019	

7. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for Providing Manpower services to the Director, Higher Education, Odisha, Unit-5, Bhubaneswar" and "Financial Bid for providing Manpower services to the Director, Higher Education, Odisha, Unit-5, Bhubaneswar". Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Providing Manpower service to the Director, Higher Education, Odisha, Unit-5, Bhubaneswar".

8. The Earnest Money Deposit (EMD) of Rs.18,837/- (Rupees eighteen thousand eight hundred thirty seven) 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 Establishment Officer, Directorate of Higher Education, Odisha, Bhubaneswar failing which the tender shall be rejected summarily.

9. The successful tenderer will have to deposit a Performance Security Deposit of **Rs.2,58,238/- (Rupees two lakh fifty eight thousand two hundred thirty eight)** only in the form of Bank Guarantee from any Nationalized Bank drawn in favour the Establishment Officer, Directorate of Higher Education, Odisha, Bhubaneswar covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer.

10. 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 year;
- d. Copies of EPF and ESI registration certificates;
- e. Copy of the Service Tax registration certificate having GSTIN Number;
- f. Certified extracts of the Bank Account containing transactions during last three years.

11. The conditional bids shall not be considered and will be out rightly rejected in very first instance.

12. 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.

13. The Technical bids shall be opened on the scheduled date and time at 03.30 P.M. on 24.01.2019 in the office Room of the Director, Higher Education, Odisha, Bhubaneswar in the presence of the proprietor or the representatives of the Manpower Service providers, if any who wish to be present on the spot at that time.

14. The financial Bid of only those tenderers will be opened whose Technical Bids are found in order. The Financial Bids shall be opened at 04.30 P.M. on 28.01.2019 in the office room of the Director, Higher Education, Odisha, Bhubaneswar in the presence of the proprietor or the representatives of the Manpower Service providers if any who wish to be present on the spot at that time.

15. Director, Higher Education, Odisha being Competent Authority reserves the right to annul all /any 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 providers should be located within the jurisdiction of the user Department/Office. Besides, as the Heads of Department/ Controlling Officer is procuring manpower for deployment in their Field Office(s), so the manpower service provider should provide the name, designation and contact number of the person to liaise with the said Field Office(s).
  - b. They should be registered with the appropriate registration authority.
  - c. They should have three years experience in providing manpower to any Government Department , Public Sector Companies/ Banks, etc;
  - d. They should have their own Bank Account.
  - e. They should be registered under GST.
  - 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.(To be assessed by the Heads of Department/ Office keeping in view the present contract)
  - i. The Execution of contracts of similar (minimum value to be prescribed) 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 DIFFERENT NCC  
UNITS OF THE STATE UNDER THE ADMINISTRATIVE CONTROL OF THE  
DIRECTORATE OF HIGHER EDUCATION, ODISHA, BHUBANESWAR,**

1. She/he should be above 18 years of age and not exceeding 32 years as per state Government Rules.
2. The minimum Educational Qualification for Driver, will be VII (ME standard) pass with Odia as subject and should possess valid Driving License (Heavy Motor Vehicle) and Peon, Chowkidar and Sweeper will be VII (ME standard) pass with Odia as Subject.

**APPLICATION - TECHNICAL BID**  
**For providing Manpower Services to**  
**Directorate of Higher Education, Odisha, Bhubaneswar**

1. Name of Tendering Manpower:- \_\_\_\_\_  
 Service provider \_\_\_\_\_
2. Details of Earnest Money Deposit :- DD No. \_\_\_\_\_  
 Date \_\_\_\_\_ of Rs. \_\_\_\_\_ drawn on Bank \_\_\_\_\_
3. Name of Proprietor/Partner/ Director: \_\_\_\_\_
4. Full Address of Registered Office: \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Fax No. \_\_\_\_\_  
 E-mail Address \_\_\_\_\_
5. Full Address of Operating/  
 Branch Office \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Fax No. \_\_\_\_\_  
 E-mail Address \_\_\_\_\_
6. Name & Telephone No. of  
 Authorized Officer/ Person to  
 liaise with Field Office(s). \_\_\_\_\_
7. Banker of Manpower Service  
 Provider (Attach certified copy  
 of statement of A/c for the last  
 three years). \_\_\_\_\_  
 Telephone Number of Banker \_\_\_\_\_
8. Pan/GIR No. \_\_\_\_\_  
 (Attach attested copy)
9. Service Tax Registration No.(GSTIN No.) \_\_\_\_\_  
 (Attach attested copy).
10. E.P.F. Registration No. \_\_\_\_\_  
 (Attach attested copy)
11. E.S.I. Registration No. \_\_\_\_\_  
 (Attach attested copy)
12. Registration/License No. under the contract labour (Regulation and Abolition)Act-1970:
13. Financial Turnover of the tendering Manpower Service Provider for the last three  
 financial years.

Financial year	Amount (Rs. Lacs)	Remarks, if any
2015-16		
2016-17		
2017-18		



14. Additional information, if any:-

(Attach separate sheet if space provided is insufficient)

15. 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 No. & Fax No.	Manpower Service Provided		Amount of Contract (Rs. Lacs)	Duration of Contract	
		Type of Manpower Provided	No		From	To

16. Additional information, if any:-

(Attach separate sheet, if required)

Date:

Place:

Signature of authorized person

Full Name:

Seal:

#### **DECLARATION**

1. I \_\_\_\_\_  
Son/Daughter/Wife of Sri \_\_\_\_\_ Proprietor/  
Director/ Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute 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

Full Name:

Seal:

**APPLICATION-FINANCIAL BID**

**For providing manpower Assistance to different NCC Units of the state under the control of  
Directorate of Higher Education, Odisha, Bhubaneswar**

1. Name of tendering Manpower Service Provider:
2. Rate per person per month (08 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc.:

Sl. No.	Manpower Type	Monthly Rate per person						
		*Take home remuneration	EPF @ 13%	ESI @4.75%	Other Statutory dues if any	Service Charge	Service Tax @18%	Total per Person
1.	Driver	Rs.7,304/-	Rs.1,154/-	Rs.422/-			Rs.1,598/-	
2.	Peon	Rs.6,638/-	Rs.1,049/-	Rs.383/-			Rs.1,453/-	
3.	Chowkidar	Rs. 6,638/-	Rs.1,049/	Rs.383/			Rs.1,453/-	
4.	Sweeper	Rs. 6,638/-	Rs.1,049/	Rs.383/			Rs.1,453/-	

\*Minimum take home remuneration per person should be Rs.7,304/- for Driver and Rs.6,638/- for Peon, Chowkidar and Sweeper.

Date:

Signature of authorized person

Place:

Full Name:

Seal:

**Notes:-**

1. The total rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract.

The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each Manpower.

## **TERM & CONDITION**

### **GENERAL**

1. The agreement is likely to commence from 01.02.2019 and shall continue till 31.01.2020 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 01.02.2020 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 Directorate of Higher Education, Odisha at present, has tentative requirement of 09 nos. of Driver, 10 nos. of Peon, 08 nos. of Chowkidar and 11 nos. of Sweeper on urgent basis. The requirement of the Directorate may further increase or decrease marginally, during the period of initial contract also and the service provider 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 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.
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. The persons deployed shall be required to report for work at 10.00 A.M. to the Commanding Officer/ Administrative Officer as may have been kept in charge of the office establishment of the office concerned and would leave at 5.00 P.M. and may also required to work beyond 5.00 P.M. for which he 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.
9. In case the person deployed is asked to work beyond 8 P.M., 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 and shall be paid extra remuneration as per rates approved by this office on attending such duty.
11. The Manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Directorate, 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 the Directorate or Office concerned shall be that of the Manpower service provider and the Directorate 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 quoted in the financial bid and adduce such evidence as may be required by the Directorate or Office concerned.
13. 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 persons deployed by the manpower service provider shall not have any claim whatsoever like employer and employee relationship against the Directorate or Office concerned.
14. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Director 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 Directorate or Office concerned and an Authorized representative of the Manpower Service Provider.
15. The Director 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 cases should be pending against them.
22. 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 Directorate or Office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

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

---

## **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 Directorate or Office concerned. The Directorate 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 Directorate or 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 Directorate of 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 Directorate 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 certificate to this effect shall be provided by the Directorate or Office concerned.
28. In case the Manpower Service Provider fails to comply with any liability under appropriate law, and as result thereof the Directorate or the Office concerned is put to any loss/obligation, monetary or otherwise the Directorate or the 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 to 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 person and non-payment of statutory dues. The Directorate or Office concerned will have no liability towards non-payment of remuneration to the person employed by the Manpower Service Provider and the outsourcing statutory dues of the Service Provider to statutory authorities. If any loss or damage is caused to the Directorate or 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 be accompanied with an Earnest Money Deposit(EMD), refundable without interest, of (Rupees 0.5% of the contract value) in the form of Demand Draft/Pay Order drawn in favour Establishment Officer, Directorate of Higher Education, Odisha, Bhubaneswar failing which the tender shall be rejected out rightly.
31. The Earnest Money deposit in respect of the agencies which do not qualify Technical Bid (first stage)/ Financial Bid (Second competitive stage) shall be returned to them without any consideration. In case of successful tenderer, if the agency fails to deploy the required Manpower

- against the initial requirement within 30 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.
32. The successful tenderer will have to deposit a security amount of **Rs.2,58,238** in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the Establishment Officer, Directorate of Higher Education, Odisha, Bhubaneswar covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
  33. The successful tenderer will have to deposit a Performance Security Deposit of **Rs.2,58,238/- (Rupees two lakh fifty eight thousand two hundred thirty eight)** only in the form of Bank Guarantee from only Nationalized Bank drawn in favour of the Authority covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful tenders. The amount of Performance Security Deposit is to be determined by the Authority taking into account the contractual obligation of the Manpower Service Provider.
  34. 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.
  35. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Directorate or Office concerned in respect of the person deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
  36. 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 Directorate or Office concerned.
  37. 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.
  38. The Authority reserves 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.
  39. 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.
  40. 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.
  41. The successful bidder will enter into an agreement with this Directorate for supply of suitable and qualified manpower as per requirement of this Directorate on the above terms and conditions.
  42. **Bidders quoting inappropriate EPF, ESIC and Service Tax shall be rejected. Similarly quoting of Service Charge below rupees one shall also not be considered.**

**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 letter / certificate;
8. Attested copy of the E.S.I. registration letter / certificate;
9. Attested copy of the labour registration certificate;
10. Certified document in support of the financial turnover of the agency;
11. Certified documents in support of entries in column 13 of Technical Bid application;
12. Copy of the terms and conditions from page\_\_\_\_\_ to \_\_\_\_\_ in tender Document with each page duly signed and sealed by the authorized signatory of the agency as a token of their acceptance.

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

1. List of Manpower shortlisted by agency for deployment in Directorate of Higher Education, Odisha, Bhubaneswar 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 Governor of Orissa represented by Director, Higher Education, Odisha 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 \_\_\_\_\_

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 Directorate of Higher Education, Odisha, Bhubaneswar and it's field offices in NCC Units.

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 "Driver, Peon, Chowkidar and Sweeper" in the Directorate of Higher Education, Odisha, and it's filed offices in conformity with the provisions of the Terms and Conditions of contract.
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 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 Authority  
An 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: .....

**ANNEXURE**

**TERMS & CONDITIONS OF THE AGREEMENT**

1. The Agreement shall likely to commence from 01.02.2019 and shall continue till 31.01.2020 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 01.02.2020 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 organisation 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 the tenderer 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 deployed shall be required to report for work at 10.00 AM to the Group Commander/Commanding Officer/Officer Commanding or such other Officer as may have been kept in charge of the Office Establishment of the Office concerned and would leave at 05.00 P.M. and may also be required to work beyond 05.00 P.M. for which he 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.
8. In case the person deployed is asked to work beyond 08.00 P.M., he/she shall be entitled to late sitting-cum-refreshment compensation of Rs. 50/- (Fifty) per day.
9. The person deployed may be called on holidays to attend duty and shall be paid extra remuneration as per rates approved by this office on attending such duty.
10. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Directorate 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 Directorate or field Office concerned shall be that of the Manpower Service Provider and the Directorate or field 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 quoted in the financial bid and adduce such evidence as may be required by the Directorate or field Offices 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 Directorate or Office concerned.

13. The Manpower Service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Directorate 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 Directorate or Office concerned and an Authorized representative of the Manpower Service Provider.
14. The Director shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the Course of their performing the functions/duties or for payment towards any compensation.
  15. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the Agreement.
  16. In case of termination of this Agreement 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.
  17. 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.
  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 registration certificate should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining Licence under contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost, if required under the Act.
  19. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
  20. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
  21. 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 Directorate or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
  22. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
  23. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Directorate or office concerned. The Directorate or Office concerned shall have no liability 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 Directorate or Office concerned to the concerned tax collection authorities, from time to time, as per rules and regulations in the matter. Attested Xerox copies of such documents shall be furnish to the Directorate or office concerned.

25. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Directorate or Office concerned or any other authority under Law.
26. The Tax deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/Rules, as amended, from time to time and certificate to this effect shall be provided by the Directorate or field Office concerned.
27. In case the Manpower Service Provider fails to comply with any liability under appropriate law and as a result thereof, the Directorate or the Office concerned is put to any loss/obligation, monetary or otherwise, the Directorate or the 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.
28. 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 Directorate or field 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 Directorate or Office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.
29. 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.
30. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Directorate or field Office concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
31. 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 Directorate or field Office concerned.
32. 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.

33. 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.
34. 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.
35. 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.