

TENDER NOTICE

DIRECTORATE OF HORTICULTURE, ODISHA,
KRUSHI BHAWAN, BHUBANESWAR

No.DHO-NHM-MISC-0003-2020

379/29

Date 8.04.2021


Tender Notice for award of Contract for providing services of Data Entry Operators, Technical Assistant, Desk Officers & Drivers for a period of one year w.e.f. 01.05.2021

Sealed tender are invited from reputed Man power agencies/Service providers to provide the services of Data Entry Operators, Technical Assistant, Desk Officers and Drivers for a period of one year w.e.f. 01.05.2021 to 30.04.2022 through a suitable placement agency on contract basis for day to day official work.

The detailed information for outsourcing the service of aforesaid posts has been given in the tender document which can be downloaded from the website www.orihort.nic.in.

The filled in tender documents should be submitted to Director of Horticulture & Secretary, Odisha Horticulture Development Society by Registered Post/Speed Post (P & T) only on or before 23.04.2021 up to 5.00 P.M. The Technical Bids shall be opened on 26.04.2021 at 11.00 A.M. & Financial Bids of the eligible bidder shall be opened on 26.04.2021 at 3.00 P.M. in the presence of the bidder or the authorized representative. The interested man power service providers may submit the tender documents complete in all respect, duly signed and with other requisite documents

The undersigned reserves all right to reject any or all tender documents at any time without assigning any reason thereof.


Director of Horticulture
Odisha, Bhubaneswar

Directorate of Horticulture, Odisha, Bhubaneswar

Krushi Bhawan, Bhubaneswar – 751001, E-mail id: supportdho.od@nic.in

Tender document for providing services of Data Entry Operators, Desk Officers and Drivers to the O/o Director of Horticulture, Odisha, Bhubaneswar by a Private Manpower Service Provider.

(a)	Period of issue of Tender Document	From 09.04.21 to 12.04.21
(b)	Last date and time for submission of Tender Document	23.04.21 up to 5. 00 P M
(c)	Date and time for opening of 1. Technical Bids 2. Financial Bids of eligible bidders	26.04.21 at 11.00 A.M 26.04.21 at 3.00 P.M
(d)	Likely date for commencement of deployment of required	w. e. f. 01.05.21

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SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Directorate of Horticulture, Odisha, Bhubaneswar-751001 requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of Data Entry Operators, Desk Officers and Driver on contract basis for day to day official work.
2. The contract for providing the aforesaid manpower is likely to commence from 01.05.2021 and would continue till 30.04.2022. The period of the contract may be further extended beyond 30.04.2022 provided the requirement of the Directorate for manpower persists at that time or may be curtailed/ terminated before 30.04.2022 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Directorates requirements. The Directorate, however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. This Directorate has tentative requirement for 8 nos. Data Entry Operators, 1 Technical Assistant, 1 no. Desk Officer and 4 nos. Drivers. The requirements may increase/decrease in any/ all the categories.
The tentative estimated cost of the contract is Rs. 17.58 lakh (excluding all other taxes) / annum.
4. The interested Manpower Service Providers may submit the tender document complete in all respects along with "**Bid security Declaration**" (with stipulation that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents) and other requisite documents by 23.04.2021 up to 5 P.M. at O/o Director of Horticulture, **Krusha Bhawan, Odisha Bhubaneswar – 751001**, E-mail id: supportdho.od@nic.in through Registered Post / Speed Post (P & T) only.
5. The various crucial dates relating to "**Tender for providing Manpower Services to the O/o Directorate of Horticulture, Krushi Bhawan, Odisha, Bhubaneswar-751001**" are cited as under:
 - (a) Period of issue of Tender Document : 09.04.21 to 12.04.21
 - (b) Date and time for submission of Tender : up to 5 P.M. of 23.04.21
Documents
 - (c) Date and time for opening of
 1. Technical Bid : 26.04.21 at 11.00 A.M.
 2. Financial Bids of eligible Tenders and Selection : 26.04.21 at 3.00 P.M
 3. Likely date for commencement of Deployment : 01.05.2021.
of required manpower
6. 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 Directorate of Horticulture, Odisha, Bhubaneswar and "Financial Bid for Providing

Manpower Services to Directorate of Horticulture". Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Providing Manpower Services to Directorate of Horticulture, Odisha, Bhubaneswar".

7. The service provider should give a "**Bid security Declaration**" with stipulation that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents.
8. The successful tenderer will have to deposit a Performance Security Deposit of Rs.52,000/- (Rupees Fifty two thousand) only in the form of Bank Guarantee from any Nationalized Bank drawn in favour of Director of Horticulture, 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.
9. 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 certificates;
 - e. Copy of the Service Tax registration certificate;
 - f. Certified extracts of the Bank Account containing transactions during last three years.
10. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
11. 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 initiated by the person authorized to sign the tender bids.

12. The Technical bids shall be opened on the scheduled date and time at 11.00 AM on 26.04.21, in the Board Room of Krushi Bhawan, Odisha, Bhubaneswar, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
13. The Financial Bid of only those tenderers will be opened whose Technical bids are found in order. The Financial bids shall be opened at 03.00 P.M. on 26.04.21 in the Board Room of Krushi Bhawan, Odisha, Bhubaneswar, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
14. The Director of Horticulture, Odisha, Bhubaneswar reserves the right to annul all bids without assigning any reason.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specifications:
 - a) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of the user Office.
 - b) They should be registered with the appropriate registration authority.
 - c) They should have at least **three years'** experience in providing manpower to Government Departments, Public Sector Companies/ Banks, etc;
 - 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. (Per annum must be Rs.10.00 lakh/Office keeping in view the present contract).
 - i) Execution of contracts of similar type (Rs.10.00 lakh / annum) 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
DIRECTORATE OF HORTICULTURE, ODISHA, BHUBANESWAR.**

1. She/he should be above 18 years of age and not exceeding 40 years.
2. The minimum Educational Qualification for Data Entry Operators , Technical Assistant & Desk Officers will be Graduation in any discipline.
3. The Data Entry Operator & Desk Officer should have a speed of 4000 characters per minute in English & Odia and should be well conversant with computers and essentially well trained in MS Office, internet and LAN function.

APPLICATION - TECHNICAL BID

For providing Manpower Services to Directorate of Horticulture

1. Name of the Tendering Manpower Service Provider:
2. Bid security Declaration
3. _____ Name of the 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 of Authorized _____
Officer/ person to liaise with Field
Officer (s):
7. Banker of the 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. GSTIN
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 last 3 financial years.

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2017-18		
2018-19		
2019-20		

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 the client, address, telephone & Fax no.	Manpower services provided		Amount of contract (Rs. Lacs)	Duration of contracts	
		Type of manpower provided	No.		From	To

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

Signature of authorized person

Name:

Seal:

Date:

Place:

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:

Signature of authorized person

Place:

Name:

Seal:

APPLICATION - FINANCIAL BID

For providing Manpower Assistance to Directorate of Horticulture, Odisha,
Bhubaneswar

1. Name of the tendering Manpower Service Provider:
2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc :

Sl. No.	Manpower Type	Monthly rate per person						
		*Take home remuneration	EPF	ESI	Other statutory dues if any	Service charges	Service Tax	Total per person
1	Data Entry Operator							
2	Desk Officer							
3	Technical Assistant							
4	Driver							

*Minimum take home remuneration per person should be Rs.8,880/- for Data Entry Operator, Rs. 10,000/- for Desk Officer / Technical Assistant and Rs.8,880/- for Driver.

Place

Signature of authorized person

Date

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.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.

TERMS & CONDITIONS

GENERAL

1. The Agreement shall commence from 01.05.21 and shall continue till 30.04.22 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 30.04.22 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, at present, has tentative requirement of 8 nos. skilled Data Entry Operators, 1 no. Desk Officer, 1 Technical Assistant and 4 nos. of Drivers on urgent basis. The requirement of the Office 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. The persons deployed shall be required to report for work at 10.00 AM to the Officer Incharge or as may have been kept in charge of the Office Establishment of the Office concerned and would leave at 5.30P.M. and may also require to work beyond 5.30 PM for which he would not be paid any extra remuneration.

The manpower deployed shall be entitled for 10 days leave each per year in terms of the Finance Department Order No.23689,dtd. 23.06.2012. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions without information beyond 10 days, proportionate deduction from the remuneration for one day will be made.

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 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 Office 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 Office shall be that of the Manpower Service Provider and the Office 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 Office.
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 Office.
14. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Office 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 Office and an Authorized representative of the Manpower Service Provider.
15. The Office 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 office. 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 Department or office concerned. The Office 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 office 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 office.
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 Office 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 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 Department or the office concerned is put to any loss / obligation, monetary or otherwise, the Office 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 Office 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 Office by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

FINANCIAL

31. The Technical Bid should be accompanied with an "**Bid security Declaration**" with stipulation that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents **failing which the tender shall be rejected out rightly.**
32. The successful tenderer will have to deposit a security amount of Rs.50,000/- in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the Director of Horticulture, 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 tender will have to deposit a Performance Security Deposit of Rs.52,000/-(Rupees Fifty two thousand) 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 Office 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.
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 Office.

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 condition 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.
- The successful bidder will enter into an agreement with this Department for supply of suitable and qualified manpower as per requirement of this Department 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 letter / certificate;
8. Attested copy of the E.S.I. registration letter / certificate;
9. Certified documents in support of the Financial turnover of the agency;
10. Certified documents in support of entries in column 13 of Technical Bid application;
11. **Copy of the terms and conditions at pages 13 to 19 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in 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 Horticulture, 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 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
Sn _____ 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".

AGREEMENT

This Agreement is made on this _____ day of _____, w.e.f. _____ between the Odisha Horticulture Development Society, Krushi Bhawan, Bhubaneswar represented by _____, Krushi Bhawan, Bhubaneswar, 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 "" in the (name of the Department / Office) 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 30.04.2022.

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 Orissa

In the presence of witness:-

<u>Witness</u>	<u>Witness</u>
1. Name: _____ _____	1. Name: _____ _____
Address: _____ _____	Address: _____ _____
2. Name: _____ _____	2. Name: _____ _____
Address: _____ _____	Address: _____ _____

ANNEXURE

TERMS & CONDITIONS OF THE AGREEMENT

1. The Agreement shall commence from 01.05.21 and shall continue till 30.04.22 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 (30.4.22) 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 deployed shall be required to report for work at 10.00 AM to the Director of Horticulture or such other Officer as may have been kept in charge of the Office Establishment of the Office concerned and would leave at 5.30 P.M. and may also be required to work beyond 5.30 PM 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 without information beyond 10 days, proportionate deduction from the remuneration for one day will be made.
8. 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.
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 deployed shall be entitled for 10 days leave each per year in terms of the finance department order no. 23689 dated 23.06.2012.
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 concerned shall be that of the Manpower Service Provider and the Directorate 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.
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 Directorate.
14. 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 and an Authorized representative of the Manpower Service Provider.
15. The Directorate 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 Directorate. 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 Directorate 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.

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 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/ GST, as amended, from time to time and a certificate to this effect shall be provided by the Directorate.
28. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Department or the office concerned is put to any loss / obligation, monetary or otherwise, the Department 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.
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 Department or Office concerned will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Directorate 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 attendance sheet duly verified by the Directorate 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.
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 Directorate.

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.