



## GOVERNMENT POLYTECHNIC KORAPUT

At:- Rondapalli, P.O.- Ambaguda , Jeypore Dist:- Koraput, Odisha-756055

Website-[www.govtpolytechnickoraput.org](http://www.govtpolytechnickoraput.org)

E-mail:principalgpkoraput@gmail.co

### TENDER CALL NOTICE

No. 1029 / Dated 28.12.2020 /

Sealed (Two bids) are invited from registered Manpower Agencies / Service Providers to provide services of one **Data Entry Operator**, one **Driver-cum - Mechanic**, one **Matron (Lady)** for a period of **one year** which is likely to be extended further subject to satisfactory performance. The detail information for man power provider services is available in the tender document which may be downloaded from the website [www.govtpolytechnickoraput.org](http://www.govtpolytechnickoraput.org) w.e.f. 30.12.2020. An amount of **Rs.500 /-** (Non-Refundable) in favour of **Principal, Govt. Polytechnic, Koraput** towards downloading of the bid document, payable at **S.B.I. Bazar branch, Jeypore** must be enclosed along with other documents. The sealed Two bid documents containing "Technical Bid" & "Financial Bid" complete in all respects inserted in another Envelop must be sent by **REGISTERED POST/ SPEED POST only** so as to reach the Office of **Principal, Govt.Polytechnic,At- Rondapalli, P.O.-Ambaguda / Jeypore, Dist:-Koraput, Pin Code-764055** on or before **22.01.2021** along with all required relevant documents. The Technical Bids received by due date will be opened on **23.01.2021 at 11:00 A.M.** in the Office Chamber of the Principal, Govt. Polytechnic, Koraput. A representative of Service Provider may attend during the opening of Technical Bids with due authorisation letter.

**The Principal, Govt. Polytechnic Koraput reserves the right to accept or reject any or all bid documents without assigning any reason thereof.**

Principal  
Govt.Polytechnic, Koraput

Memo No. 1030 / Dated 28.12.2020 /  
Copy to the Institution Notice Board for information of Public.

Principal

Memo No. 1031 (3) / Dated 28.12.2020 /

Copy (2 copies) to the Principal GITI,Ambaguda/ D.E.O. Koraput / G.M. D.I.C. Jeypore for information and necessary action.They are requested to display the tender notice in their notice board for wide publicity.

Principal

Memo No. 1032 / dated 28.12.2020 /

Copy to Sri Niladri Ray,Web Site Designer,BBSR for information and necessary action.He is requested to upload the tender notice in the Institution website by 29.12.2020.

Principal



**GOVERNMENT POLYTECHNIC KORAPUT ODISHA**  
**Under The Administrative Control of Directorate of Technical Education & Training, Odisha**  
**&**  
**Skill Development and Technical Education Department, Government of Odisha**

Tender Notice (Two Bids) for providing Man Power Services of Data Entry Operator, Driver-cum-Mechanic, Matron (Lady), to Govt. Polytechnic, Koraput .

Sl No	Programme	Important Schedule
1.	Downloading the complete Tender Call Notice from Institution website i.e. <a href="http://www.governmentpolytechnickoraput.org">www.governmentpolytechnickoraput.org</a> .	From 30.12.2020
2.	Date and time for submission of Tender documents	22.01.2021 by 5.00 pm
3.	Tentative Date for opening of tender documents: 1) Technical Bid 2) Financial Bid	23.01.2021 AT 11 AM
4.	Tentative date for commencement of Deployment of required manpower	<b>To be notified in Institution website</b> <b><a href="http://www.govtpolytechnickoraput.org">www.govtpolytechnickoraput.org</a></b> 01.02.2021

N.B: Tender Documents must be submitted by Registered Post/ Speed Post only so as to reach the Office of the Principal, Govt. Polytechnic, At-Rondapalli, P.O.-Ambaguda / Jeypore, Dist:- Koraput, Odisha-764055 as per the above date and time. Tender Documents received after 22.01.2021, 5.00pm shall not be entertained. Documents submitted by hand/ in person will not be accepted.



**SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS**

- 01. The Govt. Polytechnic, At-Rondapalli,P.O.-Jeypore, Odisha- 764055 requires the services of reputed, well established and financially sound Manpower Service Provider to provide services of **Data Entry Operator,Driver-cum-Mechanic, Matron (Lady)** for Govt. Polytechnic, Koraput on outsource basis for a period of one year which is likely to be extended depending on the requirement & satisfactory performance of persons.
- 02. **The contract for providing the aforesaid man power is likely to commence from 1<sup>st</sup>February, 2021 and would continue till 31<sup>st</sup> January 2022.** The period of this contract may be further extended provided the requirement of man power persists at that time along with satisfactory performance of deployed persons.**The services may be curtailed/ terminated before one year owing to deficiency in service or substandard quality of man power** deployed by the selected Service Provider or because of change in the requirements of **Govt. Polytechnic,At-Rondapalli,P.O.- Jeypore,Dist-Koraput,Odisha.**However,**Govt. Polytechnic, Koraput** reserves the right to terminate this initial contract at any time after giving one month notice to the selected Service Provider.
- 03. The tentative requirement of man power for the **Govt. Polytechnic,Koraput** as per the followings.The requirements may increase/decrease in any / all the categories.

Sl.No	Natureofmanpower	Requirement	Remarks
1	Data Entry Operator	01	Male/Female
2	Driver-cum-Mechanic	01	Male
3	Matron (Lady)	01	Female

- 04. **The tentative estimate of the contract is about approx. Rs.4,00,000/- (Rupees FourLakh)** only per annum excluding service charges. The interested Manpower Service Providers may submit the tender document complete in all respects along with **Earnest Money Deposit (EMD) of Rs.2,000/- (RupeesTwo thousand )**only and other requisite documents **by 22.01.2021** at **Govt. Polytechnic, At-Rondapali ,P.O. Jeypore,Dist:- Koraput** by Registered Post / Speed Post only. The detailed information for outsourcing the service of aforesaid services is given in the Tender Document which may either be downloaded from the web site [www.govtpolytechnickoraput.org](http://www.govtpolytechnickoraput.org)

**N.B: For any addition/ deletion/ modification in the tender documents which may be done if necessary, interest bidders are advised to visit the web site regularly.**

- 05. The Important dates relating to "Tender for Providing Manpower Services to the Principal, Govt. Polytechnic, Koraput are cited as under.

a) Period of downloading of Tender document from institution website.	From 30.12.2020 to 22.01.2021
b) Date and time for submission of tender document by speed Post/ Regd. Post	By 22.01.2021
c) Tentative date for opening of	
Technical Bids	23.01.2021 at 11 AM
Financial Bid	To be notified in the Institution website
d) Tentative date for commencement of deployment of required man power	1 <sup>st</sup> February, 2021

06. 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 Govt. Polytechnic Koraput" and "Financial Bid for Providing Manpower Services to Govt. Polytechnic, Koraput". Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Providing Manpower Services to Govt. Polytechnic, Koraput with last date.
07. The Earnest Money Deposit (EMD) of Rs.2,000/- (Rupees Two thousand ) only, refundable (without interest), should be enclosed with the Technical Bid of the service provider in the form of Account payee Demand Draft / Banker's Cheque drawn in favour of the Principal, Govt. Polytechnic, Koraput Odisha payable at S.B.I. Bazar branch, Jeypore failing which the bid shall be rejected.
08. The successful bidder will have to deposit a Performance Security Deposit of 30000/- only in the form of Fixed Deposit Receipts (FDR) made in the name of the agency hypothecated to the Principal, Govt. Polytechnic, Koraput or in the form of Bank Guarantee from any Nationalized Bank in favour of the Principal, Govt. Polytechnic, Koraput payable at S.B.I. Bazar branch, Jeypore covering the period of contract. In case the contract is further extended beyond the initial period the FDR/ Bank Guarantee will have to be accordingly renewed.
09. The tendering Man power Service providers are required to enclose self-attested photocopies (as applicable) 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:
- Valid Registration certificate of the organization issued by a competent authority;
  - Copy of PAN /GIR card
  - Copy of valid Registration/License.
  - DD (Demand Draft)/BC (Banker's Cheque) of Rs.500/- (Non Refundable) towards downloading of tender paper from institution website.
  - DD (Demand Draft)/BC (Banker's Cheque) of Rs.2000/- towards EMD E.M.D. of Rs.2000/- shall be returned back to unsuccessful bidder without interest within 60 days.
  - Copy of the GST registration.
  - Copy of valid Licence from Labour Department, Govt. of Odisha.
  - Copies of valid EPF and ESI Registration certificate



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10. The conditional bids or bids incomplete in any respect shall not be considered and will be out rightly rejected at very first instance.
11. All entries in the tender form should be legible and filled clearly. If the space for furnishing Information is not sufficient ,a separate sheet duly signed by the authorized signatory may be attached.No over writing or cutting is permitted in the Financial Bid Form.Insuch cases,the tender shall be summarily rejected.
12. TheTechnical bids shall be opened on the scheduled date and time,in the Office of the **Principal, Govt. Polytechnic,Koraput** in the presence of bidders or authorized 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 tenders will be opened whoseTechnical bids are found in order as desired.**The Financial bids shall be opened at the scheduled date and time in the Office of **Principal, Govt. Polytechnic,Koraput** in the presence of the bidders or authorized representatives of the Manpower Service Providers ,if any,who wish to be present on the spot at that time.
14. **The Authority of Govt. Polytechnic, Koraput reserves the right to accept or reject all bids without assigning anyreason thereof.**

#### **TECHNICAL REQUIREMENTS FOR THE MANPOWER SERVICE PROVIDER**

The manpower service provider should fulfil the following technical specifications:

1. The Man power Service Provider's Head Office should be located within Odisha.
2. They should be registered with the appropriate registration authority.
3. They should have their own Bank Account.
4. They should be registered with Income Tax and G.S.T. Departments.
5. They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance.
6. They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing man power services.
7. They should have registered with Labour Department i.e. License under control Labour (Regulations & Abolition) Act-1970.



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**TECHNICAL REQUIREMENTS FOR MAN POWER TO BE DEPLOYED BY THE SUCCESSFUL  
MANPOWER SERVICE PROVIDER IN THE GOVT. POLYTECHNIC,  
At-Rondapalli, P.O.-Jeypore, Dist:-Koraput**

1. He / She should be above **18 years of age and not exceeding 45 years**. The upper age limits may be relaxed in case of more deserving and experienced candidates.
2. The Minimum Educational Qualification for the different requirement is given below.

The Minimum Educational Qualification -

- a) For the Data Entry Operator - Graduate with preferably PGDCA.
- b) For Lady Matron - Graduate
- c) or Driver-cum-mechanic - Matric/ under matric with Heavy license

The Data Entry Operator should have a typing speed of 40 words per minute in English and should be well conversant with computers and essentially well trained in M.S .office, internet and LAN function and should have computer course certificates (DCA/equivalent) with minimum of six months experience.

3. The above personnel should be sincere and responsible worker capable of rendering proper services to **Govt. Polytechnic, Koraput**



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### APPLICATION FOR TECHNICAL BID

For Providing Man power Service to Govt. Polytechnic, Koraput ,Odisha

1. Name of Tendering Manpower Service Provider: \_\_\_\_\_
2. Details of cost for Tender document: DD/BCNo. \_\_\_\_\_ Date \_\_\_\_\_ Of  
Rs 500/- drawn on Bank \_\_\_\_\_
3. Details of Earnest Money Deposit: DD/BCNo. \_\_\_\_\_ Date \_\_\_\_\_ Of  
Rs \_\_\_\_\_ drawn on Bank \_\_\_\_\_
4. Name of Proprietor/Partner/ Director \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Full Address of Registered Office \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Mobile \_\_\_\_\_ Email \_\_\_\_\_
6. Full address of operating Local Branch Office at nearby area of Jeypore (Koraput)  
\_\_\_\_\_  
\_\_\_\_\_  
Mobile \_\_\_\_\_ E-mail \_\_\_\_\_
7. Name and Mobile Number of authorized officer /person to liaise with Field Office(s)  
Name \_\_\_\_\_ Mobile No. \_\_\_\_\_
8. Banker of the Man power service provider \_\_\_\_\_
9. PAN (Attach copy) \_\_\_\_\_
10. G.S.T Registration No. (Attach attested copy) \_\_\_\_\_
11. EPF Registration No. (Attach attested copy) \_\_\_\_\_
12. E.S.I. Registration No. (Attach attested copy) \_\_\_\_\_
13. Labour Department Licence No (Attach attested copy) \_\_\_\_\_
14. IT Returns for the last three financial years (to be attached)
15. Experience (if any attach documents) \_\_\_\_\_

Signature of authorized person

Name & Date



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 documents.
  
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
  
3. The information /documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fees ,furnishing of any false information/ fabricated documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorized Person

Full Name:

Seal with Date





## APPLICATION FOR FINANCIAL BID

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(For providing Manpower Assistance to Govt. Polytechnic, Koraput )

1. Name of the Firm of Man power service Provider:

2. Rate per person per month inclusive of all statutory liabilities taxes, levies, cess etc:

Sl No.	Type of Engagement	Rate of remuneration per person (figures in Rupees)					
		* Take home Remuneration per month as per Daily Wage Basis of Odisha State Govt. Implemented from time to time	E.P.F. As applicable	E.S.I. As applicable	Service Charge	GST As applicable	TOTAL Amount In Rupees
Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8
1.	Data Entry Operator						
2.	Lady Matron						
3	Driver cum Mechanic						

- N.B:** (1) Amount under column must be stated in term of rupees only.  
(2) Average 25 days per month may be considered.  
(3) The consolidated remuneration shall be paid per person per month as per Latest Government of Odisha circular/notification.

Signature of Authorized Person

FullName:

Seal with Date



## TERM & CONDITIONS FOR PROVIDING MAN POWER SERVICES

### GENERAL

1. The agreement shall commence from **1<sup>st</sup>February,2021** and shall continue till **31<sup>st</sup>January,2021** unless it is curtailed or terminated by the authority owing to deficiency of service ,sub-standard quality of man power deployed ,break of contract etc. or change in requirements.
2. The agreement shall automatically expire on **1<sup>st</sup>February,2022** unless extended further by the mutual consent of the man power 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 man power service provider and the authority.
4. The Man power service provider shall not be allowed to transfer,assign,pledge or sub contract its rights and liabilities under this agreement to any other agency or organization by what ever name be called without the prior written consent of the Authority.
5. The agreement, at present, has tentative requirement of **Data Entry Operator,Driver-cum-Mechanic and Matron (Lady)**.The requirement of man power of the office may further increase or decrease marginally, during the period of initial contract & also the Bidder may have to provide additional man power services, if required,on the same terms and conditions.
6. The man power service provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. Incase,any of such documents furnished is found to be false at any stage, it would be deemed as breach of terms of agreement making it liable for legal action in addition to termination of the Agreement.
7. The authority reserves the right to terminate the agreement during initial period also after giving one month notice to the man power service provider.
8. The persons deployed shall be required to report for work at the scheduled time at **Govt. Polytechnic,Koraput** and perform his/her duty for 08 hours daily excluding Lunch break. In case of Administrative exigency, he/she may be required to work beyond the scheduled duration. In case, the person deployed remains absent on a particular day or comes late/ leaves early on three occasions, proportionate education from the remuneration for one day will be made.
9. The Manpower service provider shall nominate a coordinator/supervisor who shall be responsible for immediate interaction with the concerned Officers of **Govt. Polytechnic, Koraput** so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of man power services deployed in **Govt. Polytechnic, Koraput** shall be that of the man power service provider and the Principal, Govt. Polytechnic, **Koraput** will in no way be liable .It will be the responsibility of the Manpower Service Provider to pay to the person deployed on **daily wages fixed by Odisha Govt.** from time to time and produce such evidence as may be required by the Office concerned. The man power provider must produce the deposit of EPF & ESI slip regularly of their people working at this institute of each month before submission of bill for release of monthly payment.



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11. **For all intents and purposes, the man power service provider shall be the "Employer"** within the meaning of different rules in respect of man power to be deployed. The persons deployed by the manpower service Provider shall not have any claim what so ever like employer and employee relationship with **Govt. Polytechnic, Koraput, Odisha.**
12. **The man power service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed.** The Principal, Govt. Polytechnic, **Koraput, Odisha** shall, in no way, be responsible for settlement of such issues what so ever. In case of grievances, the deployed person can place their grievance before a joint committee consisting of a representative of Govt. Polytechnic, Koraput and an Authorized representative of the man power service Provider.
13. **The Govt. Polytechnic, Koraput, Odisha 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 after expiry of the agreement.
14. The person deployed by the man power service provider **shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the current or after expiry of the agreement.**
15. In case of termination of this agreement on its expiry or other wise, the persons deployed by the man power, Service Provider shall not be entitled to and shall have no claim for any absorption in regular or in other capacity.
16. **The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment at Govt. Polytechnic, Koraput, Odisha Pin Code 764 055** under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Man power 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 registration to those effect should be submitted. The Manpower service provider shall complete with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
18. The Man power Service provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his /her 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 contribution towards Provident Fund and Employees State Insurance, wherever applicable.
19. The persons deployed by the Man power Service Provider should have clean track records and no criminal case should be pending against them.
20. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and change the image of the Department or office concerned. The Man power Service Provider shall be responsible for any act of indiscipline, misbehaviour, misconduct by the persons deployed.
21. **Firms who have previously defaulted in depositing EPF & ESI subscriptions or any valid complaints towards deployment of manpower with G.P. Koraput will not be considered under any circumstances.**



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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 Man power service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
23. The Man power Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages as pay able to different types of workers in respect of the persons deployed in the office concerned. The 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 G.P. KORAPUT 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 concerned.
25. The Man power Service Provider shall maintain all statutory register as under the Law and shall produce the same, on demand, to the authority of G.P. KORAPUT or any other authority under law.
26. Any other instruction towards deduction from income received by Govt. from time to time will be strictly followed.
27. In case, the Man power 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 G.P. Koraput will be entitled to get it self reimbursed out of the outstanding bills or the performance security Deposit of the Manpower Service Provider, to the content of the loss or Delegation 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 to employed persons and non-deposit of statutory dues with the concerned agencies like E.P.F., E.S.I., and Service Tax etc.** The G.P. Koraput will have no liability towards non-payment of remuneration to the persons employed by the Man power Service Provider and the outstanding stations dues of the service provider to statutory authorities.
29. **In case of theft /damage of Govt. property during the period of duty of any person provided by the man power service provider, the same should be reported to the Police through the head of office at the earliest.** However, the loss arising out of theft/damage of Govt. property shall be borne by the man power service provider (by way of adjustment from the Performance Security Deposit/unpaid bills). Excess amount after adjustment if any will also be borne by the man power service provider.

#### **FINANCIAL**

30. The Technical bid should be accompanied with Rs 500/- towards cost of tender paper (Non Refundable) and Earnest Money Deposit (EMD), refundable without interest, of **Rs.2,000/-** (Rupees Two Thousand) only, in the form of Demand Draft/Bankers Cheque drawn in favour of the Principal, Govt. Polytechnic, **Koraput** payable at S.B.I. Bazar branch **Jeypore** failing which the tender shall be rejected out rightly.
31. **The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid / Financial Bid shall be returned to them without any interest within 60 days.**



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32. In case of successful bidder, if the agency fails to deploy the required man power against the initial requirement within 15days from date of placing the order the EMD shall stand forfeited without assigning any reason.
33. **Security Deposit of Rs.30,000/- in the form of Fixed Deposit Receipts (FDR)** made in the name of the agency but hypothecated to the Principal, Government Polytechnic, **Koraput** or in the form of Bank Guarantee from any Nationalized Bank in favour of the Principal, Govt. Polytechnic, **Koraput**, Odisha covering the period of contract .In case the contract is further extended beyond the initial period the FDR/Bank Guarantee will have to be accordingly renewed.
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 furnish the bill, in triplicate, along with attendance sheet duly verified by the authorized officer of G.P. Koraput 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 within 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 G.P.Koraput
37. The amount of penalty calculated@100/-per day perper so non account of delay,if any,in providing a suitable substitute for the period beyond the working days by the Manpower service provider shall be deducted from its monthly bills in the succeeding month.
38. In the event of any dispute arising in respect of the clauses of the agreement of the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority of controlling office for his decision and the same shall be binding on all parties.
39. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority,who has executed the agreement, is located i.e. Jeypore.
40. The successful bidder will enter in to an agreement with G.P. Koraput for supply of suitable and qualified man power as per requirement of this Institute on the above terms and conditions.
41. **The employer's share of contribution towards E.P.F.and E.S.I. ,G.S.T. (if applicable), other statutory dues and Service charge of the man power service provider shall not be deducted from the take home remuneration of the employee.** The man power service provider shall deposit all statutory dues with the concerned authority and claim the same from the concerned Govt. department /office along with it service charge by producing documentary proof of payment.
42. **The Employee's share of contribution towards E.P.F.and E.S.I. shall be deducted by the man power service provider from the minimum take home remuneration of the employee for deposit of the same with the concerned authorities.**
43. **The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome problems if any encountered at a later stage.**



**MANDATORY DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID.**

1. Application-Technical Bid duly filled in.
2. DD/BC of Rs.500/- towards cost of Tender documents (Non Refundable).
3. DD/BC of Rs.2,000/- towards Earnest Money Deposit.(Refundable without interest )
4. Self Attested copy of registration of agency with appropriate authority.
5. Copy of the statement of bank account of agency for the last three financial years i.e.2015-16, 2016-17 & 2017-18.
6. Self Attested copy of PAN / GIS Card.
7. Self Attested copy of Valid License issued by Labour Department, Govt. of Odisha.
8. Self Attested copy of Valid G.S.T. registration certificate.
9. Self Attested copy of the Valid E.P.F. registration letter / certificate.
10. A
11. Attested copy of the Valid E.S.I. registration letter/certificate.
12. Certified documents in support of the financial turnover of the agency.
13. Attested copy of documents issued by appropriate authorities regarding supply of manpower on outsourcing basis to Govt. Educational Institutions (only Govt. Polytechnics/Govt. Engg. Schools/ Govt. ITIs/Govt. organisations) & successful execution of contract.
14. Copy of the terms and conditions of Man power Outsourcing of Tender document with each page along with the Annexure duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
15. All pages of the tender documents submitted must be self-attested.

**N.B:- Failure to submit any of the above documents will lead to rejection of tender document.**



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**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFULL BIDDER BEFORE  
DEPLOYMENT OF MAN POWER**

1. List of Man power shortlisted by agency for deployment in Govt. Polytechnic, **Koraput** containing full details i.e. date of birth, marital status, address, educational qualification etc.
2. Bio-data of all persons.
3. Police verification report to the effect that the person concerned does not have any criminal case pending against him.
4. Any other document considered relevant.
5. Undertaking from deployed persons to perform assigns duty satisfactorily.



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**AGREEMENT FOR DEPLOYMENT OF MANPOWER ON OUTSOURCING BASIS**

This Agreement is made on this day of Between the Principal, Government Polytechnic, Koraput here in after referred to as the first party (Authority).

AND

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

Where as, the " Authority" desires that the services" \_\_\_\_\_ "are required in Govt. Polytechnic, Koraput and where as the "Manpower Service Provider"has offer ed its willingness to the same in conformity with provisions of the agreement;

And where as the "authority"has finalized the rate as per the terms and conditions of the agreement to the "Manpower Service Provider"

**Nowthis 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 Man power Service Provider ' "Manpower Service Provider' hereby agrees with the 'Authority' to provide personnel to be engaged as per requisition of Govt. Polytechnic, Koraput in conform it with provisions of the Terms and conditions,intender document.
3. That the 'Authority' hereby further agrees to pay the "Manpower Service provider' as per 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 theTerms and conditions of the tender.
5. That This agree ment is valid up to one year from the date of executing order by the Service Provider.
6. That the termination of this contract shall be effected due to any reason as per terms & condition of tender by either party with a prior notice of one month.

**IN WITNESS WHERE OF** the parties have caused the irrespective commonseals to be here into set their respective hands and seals on the day and year first written above.

Signature of the Officer  
(Authorized to sign on behalf of Man power Service Provider )

Signature of the Authority

**In thepresence of witness**

- |                |                |         |
|----------------|----------------|---------|
| <u>Witness</u> | <u>Witness</u> |         |
| 1. Name        |                | 1.Name  |
| Address        |                | Address |
| 2. Name        |                | 2.Name  |
| Address        |                | Address |





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LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender Notice No: \_\_\_\_\_

To  
The Principal,  
GOVT. POLYTECHNIC  
At: Rondapalli, P.O. Jeypore  
Dist: Koraput, Pincode-764055

Subject: Authorization for attending bid opening on ..... (Date) in the Tender for Manpower Services for the Govt. Polytechnic, **Koraput**.

(Tender no: )

Dear Sir,

Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of ..... (Bidder) in order of preference given below. Order of Preference Name Specimen Signature

1.

Officer authorized to sign the bid Documents on behalf of the bidder.