



GOVERNMENT POLYTECHNIC, KORAPUT
AT-RONDAPALLI POST-AMBAGUDA DIST-KORAPUT, ODISHA, PIN-764055
Ph. No. 06854-231000, E-Mail-principalgpkoraput@gmail.com

TENDER CALL NOTICE

No 1731 -dt 11.11.2024


Sealed bids are invited from reputed Manpower Agencies/Service Providers / firm houses to provide the services of Manpower on outsourcing basis for day to day official works/Institute works of Govt Polytechnic, Koraput

The cost of tender documents is **Rs 560/- (Rupees Five Hundred Sixty)only Non-refundable** which will be deposited in shape of Demand Draft drawn on any Nationalized Bank in favour of **Principal, Govt.Polytechnic, Koraput Odisha Payable at JEYPORE** . The detailed tender document shall only be downloaded from the official website www.govtpolytechnickoraput@gov.in & submitted within the due date along with the cost of tender document.

Tender should be accompanied by refundable Earnest Money Deposit(EMD) of Rs 20,000/- (Rupees Forty Twenty Thousand)only in shape of Demand Draft drawn in favour of **Principal, Govt. Polytechnic, Koraput Odisha Payable at Jeypore** on any NATIONALISED BANK. Bidders Claiming exemption/concession for EMD/Tender document fees has to submit copy of relevant documents for providing Manpower service to avail such benefit


The last date for submission of tender document is 15.01.2025 (date) up to 3 P.M. at Principal, Govt. Polytechnic, Koraput at Rondapali, Ambaguda -764055 only through Regd Post/Speed post only The Principal, Govt. Polytechnic, Koraput shall not be responsible for any postal delay. No tender shall be received in person or by hand. All tenders papers received by due date shall be opened on 16.01.2025 in presence of Purchase Committee Members.

. The Principal, **GOVERNMENT POLYTECHNIC, KORAPUT** , At Rondapalli Ambaguda-764055 is reserves the right to cancel or call for a fresh tender if required without showing the reason thereof.


PRINCIPAL 11/11/24
GOVERNMENT POLYTECHNIC, KORAPUT


Memo No 1732 / Dt: 11.11.2024

Copy to Institute Notice Board, GP, Koraput / M/s Versatile IT services Pvt. Ltd Bhubaneswar with a request to upload the quotation call notice in Institution Website www.governmentpolytechnic.in.


PRINCIPAL 11/11/24
GOVERNMENT POLYTECHNIC, KORAPUT

Memo No 1733 / Dt: 11.11.2024

Copy in duplicate to G M DIC, Jeypore, Treasury Officer, Special Treasury Jeypore , Principal GITI Ambaguda, Steno, Sub-Collector , Jeypore with a request to display the Tender Call Notice in their notice Board for wide awareness of public.


PRINCIPAL 11/11/24
GOVERNMENT POLYTECHNIC, KORAPUT

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SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

- 1) The Principal, Govt Polytechnic, Koraput at Rondaplali, P.O Ambaguda-764055 (Odisha) requires the services of reputed, well established and financially sound Manpower Service Providers to Provide Man power services on outsourcing basis for their institute related works like Desk top Assistant, Watchmen, Sweepers, Matron only Ladies , Peon, Attendant & Driver on Man Power Outsourced basis for day to day work of the Institute & Hostels.
- 2) The contract for providing the aforesaid manpower is likely to one year .The period of the contract may further be extended beyond one year subject to requirement of the Principal, Govt Polytechnic, Koraput & satisfactory of performance of the agency . The contract may be curtailed/terminated before the end of contract period owing to insufficiency in service or substandard quality of Manpower deployed by the selected or because change in Principal, Govt Polytechnic requirements. The Principal, Govt Polytechnic, Koraput however, reserves the right to terminate the this initial contract at any time after giving one week's notice to the selected Service Provider.
- 3) The Principal, Govt Polytechnic, Koraput, Rondpalli, Ambaguda has tentative requirement for 02(Two) number of Desk top Assistant, 01(One) number Matron only Ladies , 01(One) number Driver having heavy license issued by competent authority, 03(Three) nos of Watchmen , 02(Two) nos of Peon & Sweepers-02(Two) nos
Job Description with the qualification of the following out sourced post
 - 1) Desk top Assistant : Candidate should pass in any Graduation from recognized University with should have a speed of 400 characters per minute in English and should be well conversant with computers and essentially well trained in MS office, internet and LAN function and should have computer course certificates (PGDCA/DCA/Steno-Cum-DEO) with minimum of one / two years experience. Higher extra qualifications are appreciable.
 - 2) Matron(only Ladies) : Candidate should pass in any Graduation from recognized University she has having knowledge in English, Odiya & Hindi Writing & Speaking , preference will be given to only Ladies of age between of 40 to 50 years with good academic , with work experience in the field for minimum one/two years .
 - 3) Driver(Men)- Candidate should pass in Matric/HSC with having valid driving license in heavy vehicle issued by the competent authority with a minimum one to two years experience . He will acquire knowledge to drive the Bus of the Institute frequently, he will also capable to drive the Bus in National High way Roads
 - 4) Peon- Candidate should have failed discontinued in 10th or 9th class, having knowledge in Odiya & Hindi with a minimum one two years of experience in the relevant field
 - 5) Attendant- Candidates should have failed 9th or 8th with knowledge in Odiya, Hindi with a minimum one two years of experience in the relevant field .
 - 6) Sweeper- Candidates should have failed & discontinued in 8th or 7th class having knowledge for clewing of toilets, bathrooms , class room, corridor etc with one two years of experience in the relevant field .
 - 7) The requirement may increase/decrease at any time .
 - 8) .The interested Manpower Service Providers may submit the tender document duly filled in & signed alongwith the required documents , the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs 20,000/- (Rupees Forty thousand) only in shape of Bank Draft in any Nationalized Bank drawn in favour of Principal Govt Polytechnic, Koraput to be payable at Jeypore and other requisite documents on or before _____ at 3.00 PM at Principal Govt Polytechnic, Koraput, Rondapalli, Ambaguda, Odisha by Regd/Speed Post only The EMD will be attached with the technical bid of the tender in a sealed cover.
 - 9) The bidders should download the tender document from website _____ and attach a Demand Draft of Rs 560/- (Rupees Five Hundred Sixty) only (Non-Refundable the cost of tender drawn infavour Principal Govt Polytechnic, Koraput to be drawn at Jeypore . The Tender Claiming exemption/concession for EMD/tender document fees has to submit copy of relevant documents for providing Manpower service to avail such benefit.

- 11) The tender envelopes should be superscribed "Tender for Providing Manpower Services to Principal, Govt Polytechnic, Koraput, At Rondapalli, Ambaguda, Odisha" and it must be sealed .
- 12) The Earnest Money Deposit(EMD) Rs 20,000/-(Rupees Twenty thousand)only refundable (without interest) should be necessarily accompanied with the Technical Bid of the Service Provider in the form of Demand Draft/Pay Order drawn in favour Principal Govt Polytechnic, Koraput to be payable at Jeypore failing which the tender will be rejected .
- 13) The successful tendered will have to deposit Performance Security of Rs 1,70,000/-(Rupees One Lakh & Seventy thousand)only i.e. one month salary of the engaged outsourced staff in the form of Bank Guarantee from any Nationalized Bank Principal Govt Polytechnic, Koraput to be payable at Jeypore covering the period of contract. In case the contract further extended beyond the initial period , the Bank Guarantee will have to be renewed accordingly by the successful outsourcing agency .
- 14) Conditional bids shall not be considered and will be rejected.
- 15) All entries in the tender form should be legible and filled clearly. If the space for furnishing the 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 must be initialed by the authorized person to sign the tender Bids .
- 16) The Technical Bids shall be opened on the schedule date and time ,in the chamber of the Principal, Govt Polytechnic Koraput, Rondapalli, Ambaguda in presence of the authorized staff of Govt Polytechnic, Koraput alongwith the authorized representative of the Man Power Service Providers, if any, who wish to be present on the spot at that time .
- 17) The Principal Govt Polytechnic, Koraput at Rondapalli, PO Ambaguda reserves the right to accept/reject or cancel any or all bids without assigning any reason thereof.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

- 1) The tendering manpower service provider should fulfill the following technical specifications:
 - a) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction (Koraput) of the user institute submit the proof of the located office at Koraput Dist .
 - b) They should be registered with the appropriate registration authority attached registration documents
 - c) They should have at least two/three years' experience in providing manpower to Government Departments, Institutes, Public Sector Companies/ Banks, etc attached documents
 - d) They should have their own Bank Account of the Man power outsourced agency attached documents
 - .e) They should be registered with Income Tax and GST departments with valid GST & Income tax registration certificate of the Man Power outsourced attached documents .
 - f) The Man power service provider should be registered with Labour Department, ie License under Contract Labour (Regulations and Abolition) Act 1970 with up to date Renewal certificate attached document .
 - g) The Man Power Service provider should be financially sound party and his annual turnover should not be less than 40,00,000/-(Rupees Forty Lakhs)only copy of audited financial statement for the financial year 2021-2022, 2022-2023 & 2023-24 should be attached (Duly Counter signed by the Chartered Accountant)
 - h) They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services attached documents
 - i) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts attached documents.
 - j) They should be registered with appropriate authorities under
 - k) Execution of contracts of similar type (minimum value to be prescribed) during preceding 3 years of value equal or more than 60% of the estimated cost of the present contract attached documents.

TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN PRINCIPAL, GOVT POLYTECHNIC, KORAPUT AT- RONDAPALLI , P.O AMBAGUDA (ODISHA)

1) He/She should be of above 18 years of age .

2 The Education Qualification , Designation & Experience are mentioned below for is having the .

Sl No	Outsourced Designation	Qualification	Experience	No of Requirement
1	Desk Top Assistant	Any Graduate with Computer Skill	Working experience in the relevant field 1 to 2 years	02(Two)nos
2	Matron(Women)only	Any Graduate with computer knowledge	Working experience in the relevant field 1 to 2 years	01(One) no
3	Driver(Men)	Pass 10 th with Heavy Vehicle Driving License	Working experience in the relevant field 1 to 2 years	01(One) no
4	Watchmen	8 th Standard	Working experience in the relevant field 1 to 2 years	03(Three)nos
5	Attendant	8 th Standard	Working experience in the relevant field 1 to 2 years	02(Two)nos
6	Peon	8 th Standard	Working experience in the relevant field 1 to 2 years	02(Two)nos
7	Sweeper	8 th Standard	Working experience in the relevant field 1 to 2 years	02(Two)nos

TECHNICAL BID
FOR PROVIDING MANPOWER SERVICES TO Govt. Polytechnic Koraput

1) Name of Tendering Manpower Service Provider: _____

2 (a) Details of Earnest Money Deposit: DD No. _____ date _____

of Rs. _____ drawn on Bank _____

(b) Details of cost of Tender paper DD No _____ Dt _____ drawn on the Bank Amount _____

3) Name of Proprietor / Partner/Director: _____

4) a) Full Address of Registered Office & Branch Office attached proof: _____

b) Telephone No/Mobile No. _____ (c) Fax No _____

(d) E-Mail Address _____

5) a) Banker of the Manpower Service Provider: _____
(Attach certified copy of statement of A/c for the last three years _____)

b) Telephone No. of Banker _____

6) PAN / GST No. (Attach attested copy) : _____

7) Service Tax Registration No. Attached Attested copy : _____

8) E.P.F. Registration No. Attached attested copy _____

9) E.S.I. Registration No. Attached attested Copy _____

10) Labour Contract registration Number with validity (Attached copy) _____ for supply of Manpower

11) Financial turnover of the tendering Manpower Service Provider for the last 3 Financial years. duly certified by the CA

Financial Year	Amount (Rs.Lacs)	Remarks, if any
2021-22		
2022-23		
2024-25		

(if the space provided is insufficient, a separate sheet may be attached)

12) 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:

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

13) The Annual return//e-return/Challan filed in ESI & EPF with staff details & GST/ITDS return from Feb/23 to Nov/24 attached copies

14) Additional information, if any
(Attach separate sheet, if required)

Signature of authorized Person

Full Name :

Seal

DECLARATION

1) Name of
2) The bid
liabilities,
SC-GCS-0225

I, _____ Son / Daughter / Wife of
Shri _____ Proprietor/ Director/ authorized signatory of the Service
Provider, mentioned above, I am competent to sign this declaration and execute this tender document.

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

2) The information / documents furnished along with the above bid documents 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 /our tender at any stage besides liabilities towards prosecution under appropriate law.

3) I/We have not been black listed by any (Central/State)Government/PSU Department to that effect submitted written document in non-judicial stamp paper duly signed by me .

Signature of Manpower Service Provider / authorized person

Name:
Seal :
Date:
Place:

FINANCIAL BID

For Providing Manpower Assistance to Govt. Polytechnic Koraput

- 1) Name of tendering Manpower Service Provider :
- 2) The bidder shall give the rate per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess, profit etc : Calculation as per revised Resolution NO GAD-SC-GCS-0225-2023-7982/GAD Dt 07.03.2024 of GA &PG Deptt, Govt of Odisha for revised outsourcing remuneration basing on year of experience of service of the to be engaged outsourcing staff as per table furnished in SI No 7 Table-2 ie year wise (Less than 5 years/ 5 to 10 years/10 to 15 years/15 to 20 years) & Rate of Service Charges is to be calculated in outsourcings per Order No 19595/F Dt 11.07.2023 of the Finance Department, Govt of Odisha .

Sl No.	Manpower Type	Monthly Rate per person						Total amount per person
		*Take home remuneration According to year of experience	Employer EPF share As applicable	Employer EPF share As applicable	Other Statutory dues if any(Rs)	Service charge as per order No 19595/F Dt 11.07.2023	Other GST Tax etc (%)	
1	Desk Top Assistant(Less Than 5 Years)							
2	Desk Top Assistant(5 to 10 Years)							
3	Matron(Less Than 5 Years)							
4	Matron(5 to 10 Years)							
5	Driver (Less Than 5 Years)							
6	Driver (5 to 10 Years)							
7	Attendant(Less Than 5 Years)							
8	Attendant(5 to 10 Years)							
9	Watchman (Less Than 5 Years)							
10	Watchman (5 to 10 Years)							
11	Peon (Less Than 5 Years)							
12	Peon (5 to 10 Years)							
13	Sweeper(Less Than 5 Years)							
14	Sweeper (5 to 10 Years)							

Notes

*Minimum take home remuneration per person for Desk Top Assistant , Driver, Matron, Attendant, Sweeper, Peon should be strictly followed as per revised Resolution NO GAD-SC-GCS-0225-2023-7982/GAD Dt 07.03.2024 of GA &PG Deptt, Govt of Odisha for revised outsourcing remuneration basing on year of experience of service of the to be engaged outsourcing staff as per table furnished in SI No 7 Table-2 ie year wise (Less than 5 years/ 5 to 10 years/10 to 15 years)

Signature of Manpower Service Provider / authorized person

Name:

Seal :

Date:

Place:

Notes:

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 no. of working days for which duty has been performed by each manpower.

TERMS & CONDITIONS

- 1) The contract agreement shall likely to commence from the date of placing of order for a period of one year unless it is curtailed or terminated by the authority owing to inefficiency of service, substandard quality of manpower deployed, breach of contract etc. or change in requirements.
- 2) The contract agreement shall automatically expired on the completion of one year unless other wise extended further on mutual consent of the Manpower Service Provider and the Principal, Govt Polytechnic, Koraput .
- 3) The contract 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 Principal, Govt Polytechnic, Koraput, Odisha at present has tentative requirement of Desk Top Assistant-02(Two)nos, Lady Matron 01(One)no, Driver-01(One)no, Attendant-03(Three), Peon-02(Two), Sweeper-02(Three)nos . The requirement of man power may further increase or decrease, 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 service provider of manpower services will be bound by the detail furnished by it is to be 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 will be deemed to be a breach of terms of agreement making it liable for legal action besides the 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 person deployed shall be required to report for work as per scheduled time of their duties fixed by the authority and in no case he/she will be paid extra remuneration beyond duty hours assigned to him/ her. In case, the person deployed remains absent on a particular day or comes late/ leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
- 9) The person deployed shall avail holidays as prescribed by the Government of Odisha and can also be utilized in Govt holidays also basing on the requirement will work on Govt. holidays and Sunday with 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 Institute (Principal, Govt Polytechnic, Koraput)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 Govt Principal, Polytechnic, Koraput, Odisha will 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 show such evidence as may be required by the Principal, Govt Polytechnic, Koraput .
- 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 Principal, Govt Polytechnic, Koraput , Odisha.
- 14) The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The authority 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 persons can place their grievance before a Joint Committee consisting of a representative of the institute appointed by the authority and an Authorized representative of the Manpower Service Provider.

of one year unless otherwise
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The Principal, Govt Polytechnic, Koraput, Odisha. shall not be responsible for any financial loss or 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 contract Agreement.

17) In case of termination of this Agreement on its expiry or otherwise, the person 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 the institute under the provision of rules and Acts. Undertaking in the form of an affidavit 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. Labor 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 Labor (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.

21) The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable and the proof such deposit shall be submitted well in advance before release of the payment of the engaged outsourced staff at Govt Polytechnic, Koraput

22) The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them. A declaration to that effect is required to be submitted by the Manpower Service Provider.

23) 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 Principal, Govt Polytechnic, Koraput. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

24) The service Manpower provider shall provide manpower in 1:10 ration against the requirement for which due selection procedure shall be made by the Principal, Govt Polytechnic, Koraput before engagement of Manpower

LEGAL
25) 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.

26) 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 institute & hostels. The Institute shall have no liability in this regard.

27) The Manpower Service Provider shall also be liable for depositing all taxes, levies, cesses, GST & ITDS etc. on account of service rendered by it in Principal, Govt Polytechnic, 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 in bi-monthly with the bill to the Principal, Govt Polytechnic, Koraput.

28) The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the institute or any other authority under Law.

29) 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 institute.

30) In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Principal, Govt Polytechnic, Koraput is put to any loss / obligation, monetary or otherwise, the Principal, Govt Polytechnic, Koraput 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.

31) 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 Principal, Govt Polytechnic, Koraput will have no liability towards non-payment of remuneration to the person employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to Principal, Govt Polytechnic, Koraput & hostels concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit and if required the security deposit will be seized.

32) 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**".

FINANCIAL

33) The financial bid should be accompanied with an earnest Money Deposit (EMD) of refundable without interest of Rs 20,000/- (Rupee Twenty thousand) only in the form Demand Draft/Pay Order drawn in favour of Principal, Govt Polytechnic, Koraput payable at Jeypore failing which the tender shall be rejected outrightly. The Tenderer claiming exemption/concession for EMD/Tender document fees has to submit copy of relevant document for providing manpower service to avail such benefits.

34) The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage)/Financial Bid (Second competitive stage) shall be returned to them without any interest. In case of successful tenderer if the agency fails to deploy the required Manpower against the initial requirement within 15 days from the date of placing the order the EMD shall be forfeited without giving any further Notice.

35) The successful tenderer will have to deposit Performance Security of Rs 1,70,000/- (Rupees One Lakh & Seventy thousand) only i.e. one month salary of the engaged outsourced staff in the form of Bank Guarantee from any Nationalized Bank Principal Govt Polytechnic, Koraput to be payable at Jeypore covering the period of contract. In case the contract further extended beyond the initial period, the Bank Guarantee will have to be renewed accordingly by the successful outsourcing agency.

36) In case of breach of any terms and conditions attached to this agreement, the performance security Deposit of the service provider shall be liable to be forfeited beside annulment of the Agreement.

PAYMENT TERMS

37) The Manpower Service Provider shall raise the bill in billing cycle from 21st of every month to 20th of every month, in triplicate, along with attendance sheet duly verified by the person appointed by the authority in respect of the persons deployed on or before 23rd of every month and submit the same to the authority in the first week of the succeeding month. The payment will be made in the 28th of every month & Manpower service provider shall transfer the wages/Remunerations of the engaged staff latest by 29th to 30th of each completed month of the said succeeding month accordingly.

38) 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 account shall be held up till such proof is furnished, at the discretion of the authority.

39) 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.

40) The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the provisions encountered at a later stage.

41) 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.

42) The service Provider also depute outsourcing staff during the outsourcing staff on leave/long leave period.

43) All disputes shall be under the jurisdiction of the court at the place where the headquarters i.e. JEYPORE of the authority, who has executed the agreement, is located.

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

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MANDATORY DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

- 1) Technical Bid and Financial Bid to be submitted separately
- 2) Self-Attested copy of registration certificate of the of agency;
- 3) Self Attested copy of PAN/GIR Card
- 4) Self attested copy of GST Registration certificate
- 5) Self attested certified copy of the statement of bank account of agency for the last three years;
- 6) Self Attested copy of the latest IT return filed by agency;
- 7) Self attested copy of Service Tax registration certificate;
- 8) Self Attested copy of Service Tax registration certificate;
- 9) Self Attested copy of the E P.F. registration letter / certificate
- 10) Self Attested copy of the E.S.I. registration letter / certificate
- 11) Self attested copy of the Labour License, registration certificate with up to date renewal under Labour(Regulations and Abolition)Act 1970.
- 12) Certified documents in support of the Financial turnover of the agency for the financial year 2021-22,2022-23 & 2023-24 duly countersigned by the CA
- 13) Self-attested copy of similar type work experience for providing Desk Top Assistant,Matron,Driver,Sweeper,Attendant,Peon, .
- 14) copy of the all pages in Tender document with each page duly signed and sealed by the Authorised signatory of the agency in token of their acceptance
- 15) Demand Draft of Rs 560/- cost of tender paper of any Nationalized Bank drawn in favour of Principal,GP,Koraput
- 16) EMD amount of Rs 20,000/-(Rupees Twenty thousand)only of any Nationalized Bank drawn in favour of Principal,GP,Koraput

Failures to submit any of the above documents will lead to rejection of the Tender

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

- 1) List of Manpower 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 indicating the permant, temporary address, color photograph and Mobile number
- 3) Undertaking from the person concerned
- 4) Any other document considered relevant.

AGREEMENT

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es

This Agreement is made on this day of _____ day of between The Principal, Govt Polytechnic, Koraput At Rondpalli, P.O. Ambaguda, Odisha represented by Sri _____, 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 Principal, Govt Polytechnic, Koraput At Rondpalli, P.O. Ambaguda, Odisha

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 "Outsourcing" in the Govt. Polytechnic Koraput (name of the Institute) 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 settling as per the Terms and Conditions of the contract.

That this agreement is valid up to _____.

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

Signature of the Manpower Service Provider/ Officer authorized to sign Manpower Service Provider.

Signature of the Authority
an officer acting in the premises for and on behalf of
on behalf of the Governor of Odisha.

In the presence of witness:-

Witness

Witness

- | | |
|---------------|------------------|
| 1. Name:..... | 1. Name..... |
| Address:..... | 2. Address:..... |
| 2. Name:..... | 1. Name..... |
| Address:..... | 2. Address:..... |

ANNEXURE TERMS & CONDITIONS OF THE AGREEMENT

- 1) The Agreement shall commence from _____ (date) and shall continue till _____ (date) 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 _____ (date) unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
- 3) The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specify 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 Institute, at present, has tentative requirement of one no of Desk Top Assistant-02(Two)nos, Lady Matron 01(One)no, Driver-01(One)no, Attendant-03(Three), Peon-02(Two), Sweeper-02(Three)nos on urgent basis. The requirement of the institute 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 person deployed shall be required to report for work as per scheduled time of their duties fixed by the authority and in no case he/she will be paid extra remuneration beyond duty hours assigned to him/ her. In case, the person deployed remains absent on a particular day or comes late/ leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
- 9) The 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 Princial, Govt Polytechnic, Koraput 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 Princial, Govt Polytechnic, Koraput shall be that of the Manpower Service Provider and the Princial, 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 a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the Institute.
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 Institute.
- 12) The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Princial, Govt Polytechnic, Koraput 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 Princial, Govt Polytechnic, Koraput and an Authorized representative of the Manpower Service Provider.
- 13) The Princial, Govt Polytechnic, Koraput 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.
- 14) The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees during the currency or after expiry of the Agreement.
- 15) 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.
- 16) 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.

17) The Manpower Service Provider must be registered with the concerned Govt. Authorities, 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. *

18) The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his / her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider.

19) The Manpower Service Provider shall be responsible for contributions towards Employees Provident Fund and Employees State Insurance of the outsourced deployed staff at Govt Polytechnic, Koraput, wherever applicable and submit the attested Xerox copies to the Principal, Govt Polytechnic, Koraput Odisha.

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 Institute. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

Every page of the tender paper should be signed by the Manpower Service Provider with seal.

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 Institute. The Institute shall have no liability in this regard.

24) The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages as payable to different types of workers in respect of the persons deployed by it in the Principal, Govt Polytechnic, Koraput, Odisha shall have no liability in this regard .

25) The Man power service provider shall also be liable for depositing all taxes, levies, GST, ITDS, cess etc on account of service rendered by it to the Principal, Govt Polytechnic, Koraput, Odisha to the concerned tax collection authorities, from time to time, as per prevailing rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Principal, Govt Polytechnic, Koraput

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 a certificate to this effect shall be provided by Principal, Govt Polytechnic, Koraput

27) In case, the service provider fails to comply with any liability under appropriate law and as a result thereof, the Principal, Govt Polytechnic, Koraput is put to any loss/obligation monetary or otherwise, the Principal, Govt Polytechnic, Koraput, Odisha will be entitled to get itself reimbursed out of the outstanding bills of performance security deposit of the service provider, to the extent 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 remunerations of employed persons and non-payment of statutory dues, The Principal, Govt Polytechnic, Koraput will have no liability towards non-payment of remuneration to the person employed by the service provider and the outstanding statutory dues of the service provider to statutory authorities, if any loss or damage is caused to the Principal, Govt Polytechnic, Koraput by the person 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 service provider shall be liable to be forfeited beside annulment of the Agreement

30) The certificate submit the

Govt. Authorities,
incorporation etc., and
all comply with all the
Abolition) Act, 1970

30) The Manpower Service Provider shall raise the bill along with the signatures of all Manpower and certification by the concerned officer as proof that payment to have been made by the Contractor should submit the bill in triplicate along with the photo copies of wages attendance registers for the month as prescribed under minimum wages Act, and authenticated proofs for making payment (EPF/ESI) with ECR & GST in respect of the all Manpower deployed at latest by 21st of the following month duly certified by the contractor shall be submitted the bills by 23rd of the every month .


31) As far as possible the payment to the deployed outsourced staff will be released by the Man power agency latest of 30th or 31st of succeeding month.

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 provisions 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 i.e. JEYPORE of the authority, who has executed the agreement, is located.


PRINCIPAL 11/11/20
GOVT POLYTECHNIC, KORAPUT

CONTENTS OF TENDER DOCUMENTS FOR MAN POWER SERVICE TO GOVERNMENT POLYTECHNIC, KORAPUT

Sl. No	Description of contents	Page Number
1.	Scope of work and general instructions for service bidders.	
2.	Technical Specifications for the service provider and the manpower to be deployed in the institution by the service provider	
3	Tender Application – Technical Bid	
4.	Tender Application – Financial Bid	
5.	Terms and Conditions	
6	Chronological order for arrangement of documents.	