

**OFFICE OF THE ADM-cum-DR,  
RAYAGADA**

*TENDER DOCUMENT FOR  
PROVIDING SERVICES OF  
MANPOWER ON CONTRACT  
(OUTSOURCED) BASIS*

TENDER CALL NOTICE NO- 745/2025 Dated - 26 /12/2025



# ADM -cum-DISTRICT REGISTRAR, RAYAGADA

## SHORT TENDER CALL NOTICE

No. 746 /

Date: 26.12.2025

Sealed tenders are invited under the following terms and conditions from reputed, registered Manpower Agencies/Service Provider Agencies to provide the services of 5 (five) Peons and 4 (four) Night Watchman-cum-Sweepers on an outsourcing basis in the office of the A.D.M.-cum-District Registrar, Rayagada, for a period of one year, which is likely to be extended based on performance and requirement.

The tender documents, complete in all respects, must be received in this office through Registered Post/Speed Post addressed to the Office of the A.D.M.-cum-District Registrar, Rayagada, on or before 08.01.2026 by 5:00 PM. The tenders will be opened on 09.01.2026 at 11:00 AM in the presence of the bidders or their authorized representatives who may wish to attend. No other mode of submission of tender documents will be accepted.

The application form of the tender, containing general bid information and terms & conditions, can be downloaded from the District website [www.rayagada.odisha.gov.in](http://www.rayagada.odisha.gov.in) from 26.12.2025 to 08.01.2026.

The authority reserves the right to cancel all bids without assigning any reason thereof.

(By order of Collector, Rayagada)

  
ADM -Cum-District Registrar, Rayagada

Memo No: 747

Date: 26.12.2025

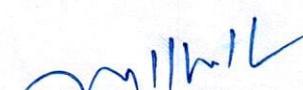
Copy to PA to Collector for kind information of Esteemed Collector, Rayagada.

  
ADM -Cum-District Registrar, Rayagada

Memo No: 748

Date: 26.12.2025

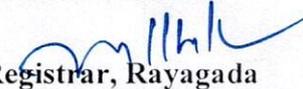
Copy to CDO-cum-EO, Zilla Parishad / Sub-Collector, Rayagada & Gunupur / DEO, Rayagada / DI & PRO, Rayagada / All BDOs / All WEOs / All Tahasildars of Rayagada district for information and wide publicity in their Notice Board.

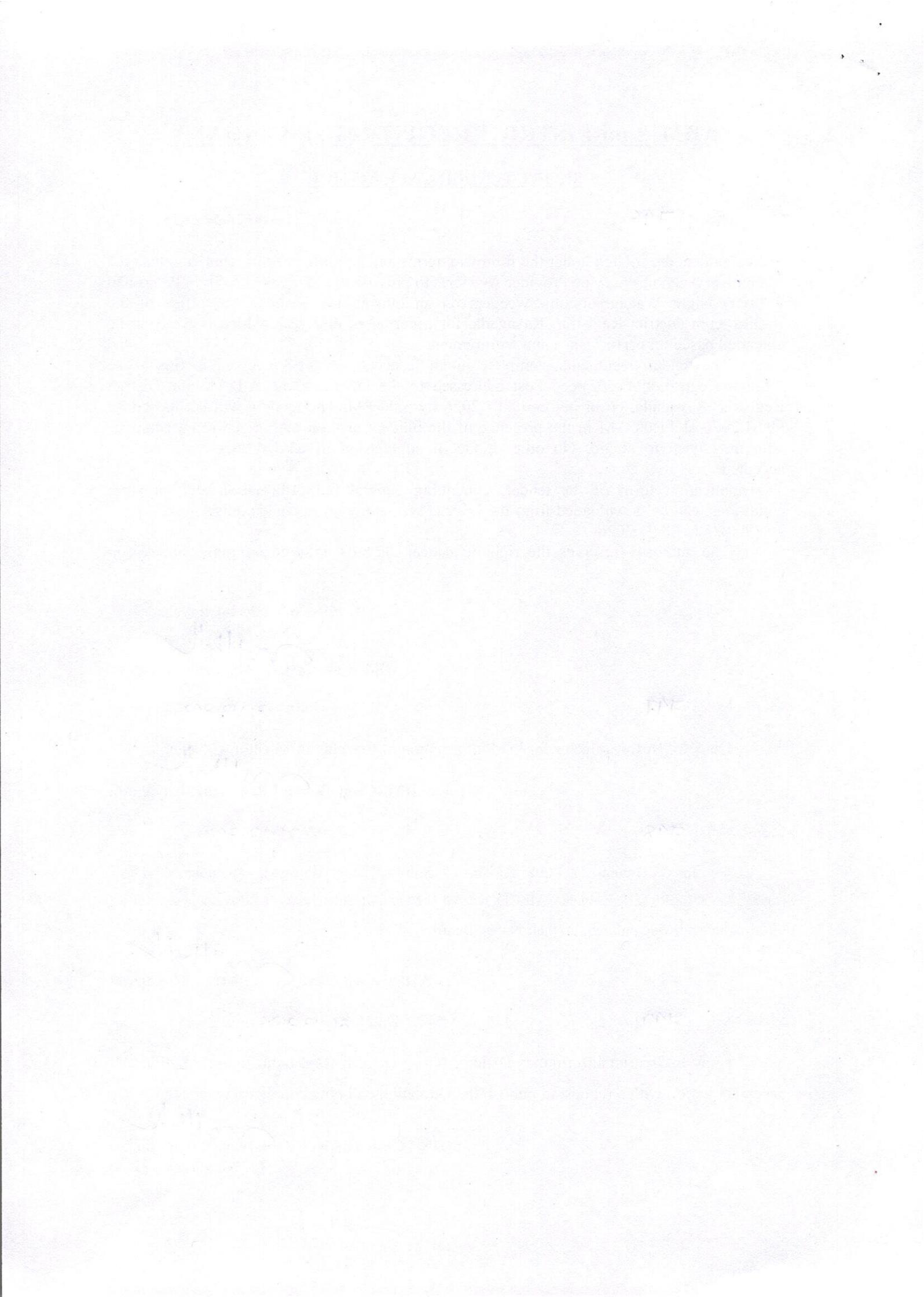
  
ADM -Cum-District Registrar, Rayagada

Memo No: 749

Date: 26.12.2025

Copy to District Informatics Officer, NIC / DeGM, Rayagada for information and necessary action with a request to publish the Quotation call notice in district website.

  
ADM -Cum-District Registrar, Rayagada



GOVERNMENT OF ODISHA

ADM-Cum-DISTRICT REGISTRAR,  
RAYAGADA

TENDER DOCUMENT

IMPORTANT INFORMATION TO THE BIDDER

For Providing Services of Peon and NWS to A.D.M-Cum- District Registrar, RAYAGADA by Private Manpower Service Provider

(A)	Availability of tender document	:	District website i.e. <a href="http://www.rayagada.odisha.gov.in">www.rayagada.odisha.gov.in</a>
(B)	Date of issue of Tender Document	:	From 26/12/2025 to 08/01/2026
(C)	Last date and time for submission of Tender documents by Speed Post/Registered Post	:	08/01/2026 of 5.00 PM
(D)	Cost of the Tender paper/processing fee	:	Rs 2,000/-(Rupees Two Thousand )only Non-refundable to be deposited in shape of Demand Draft drawn from any scheduled commercial bank in favour of “ <b>District Sub Registrar, Rayagada</b> ” payable at Rayagada along with Technical Bid and
	Cost of Earnest Money Deposit (EMD)		EMD of Rs. 40,000/-(Rupees Forty thousand)only ,refundable (without interest)in shape of <b>DD/TDR/Bank Guarantee</b> drawn from any scheduled commercial bank pledged in favor of “ <b>District Sub Registrar, Rayagada</b> ” along with Technical Bid .
(E)	Date, Time and Venue of opening of Tender documents		A.D.M-Cum-D.R, Office, Rayagada
	Date and Time	:	<b>09.01.2026 at 11 AM</b>
	Venue	:	The Collectorate, RAYAGADA Rayagada, Rayagada-765001
(F)	Likely date for commencement of Deployment of required manpower	:	12.01.2026

## **CONTENTS OF TENDERS SPECIFICATION**

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

1. A.D.M-Cum- District Registrar, Rayagada, 765001 requires the services from reputed, well established and financially sound Manpower Service Providers to provide services of PEON And NWS on outsourcing basis for day-to-day work of Sub Registrar Offices, of Rayagada District.
2. The contract for providing the aforesaid manpower is likely to commence from 12.01.2026 and would continue till 11/01/2027 provided the requirement of the A.D.M-Cum- District Registrar, Rayagada , 765001 and subject to receipt of allotment from Government from time to time. The authority, however reserves the right to terminate this initial contract at any time after giving two weeks' notice to the selected Service Provider.
3. The A.D.M-Cum- District Registrar, Rayagada has tentative requirement for 05 nos. of Peon & 04 nos. of NWS, the interested Manpower Service Providers may submit the tender document by Registered Post/Speed Post, complete in all respects & Cost of tender paper of Rs. 2000/- (Rupees Two Thousand )only non-refundable in shape of bank draft drawn from any scheduled commercial bank in favour of District Sub Registrar, Rayagada payable at Rayagada and other requisite documents in order to reach A.D.M-Cum- District Registrar, Rayagada, Dist- Rayagada- 765001 by Registered Post/Speed Post on or before 08/01/2026 at A.D.M-Cum- District Registrar, Rayagada by 5 PM. The cost of Tender document of Rs. 2000/- (Rupees Two Thousand) only shall be accompanied with the tender document otherwise the tender document will be rejected.
4. The bidding firm also have to submit an EMD for an amount of Rs. 40,000/- (Rupees Forty thousand) only in shape of DD/TDR/Bank Guarantee drawn from any scheduled commercial bank pledged in favor of "District Sub Registrar, Rayagada". The EMD amount of the unsuccessful dealers shall be refunded after finalization of the Quotation or after final execution of order as the case may be without any interest. However, in case of successful bidders, the EMD amount shall be refunded without interest after submission of performance security deposit.
5. The approximate bid cost for a twelve-month period is Rs. 19,28,498/- inclusive of all taxes, other charges, and the minimum service charge.
6. The various crucial dates relating to "Tender for Providing Man power Services to the A.D.M-Cum- District Registrar, Rayagada" are cited as under.

(a) Period of download of Tender Document:	From 26/12/2025 to 08/01/26
(b) Date for submission of Tender by Regd. Post/Speed Post:	Before 08/01/2026 (5PM)
(c) Date and time for opening of Technical Bid:	09/01/2026. (11.00AM)
(d) Date and Time for opening of Financial Bids of eligible Tenders and selection:	09/01/2026 (01.00 PM)
(e) Likely date for commencement of Deployment of Required Manpower:	12.01.2026

7. The tender has been invited under **two bid system i.e. Technical Bid and Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing “**Technical Bid for Providing Manpower Services to A.D.M-Cum- District Registrar, Rayagada**” and “**Financial Bid for Providing Manpower Services to A.D.M-Cum- District Registrar, Rayagada**”. Both sealed envelopes should be kept in a third sealed envelope super scribing “**Tender for Providing Manpower Services to A.D.M-Cum- District Registrar, Rayagada**”.
8. The Successful tenderer will have to deposit a Performance Security Deposit of “**5% of the contract value**” in the form of Bank Guarantee /TDR from any Scheduled Commercial Bank drawn in favour of **District Sub Registrar, Rayagada** 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 self-attested by him), along with the Technical Bid, **failing which their bid shall be summarily/outrightly rejected and will not be considered any further:**
  - (a) Registration Certificate of the Applicant Organization
  - (b) Documentary proof of the registered office or one of the Branch offices of the Manpower Service Providers located in Rayagada Headquarters (Documentary proof required).
  - (c) Documentary proof of 05 Years experience in providing manpower service to State Government /Central Government/ PSU on similar work.
  - (d) Copy of the Bank Pass Book in the name of the Organization along with bank statement containing transactions made during last 3 (three) financial years
  - (e) Copy of PAN/GIR card
  - (f) Copy of the IT return filled for the last three financial years.
  - (g) Copy of valid Goods and Service Tax registration certificate and latest return copy must be submitted.
  - (h) Copies of EPF and ESI registration Certificates.
  - (i) Copies of EPF Electronic Challan Return (ECR) for last previous three months
  - (j) Copy of ESI return for last previous three months and e-challan of ESI for last previous three months.
  - (k) The service provider must be registered with valid ISO certificate i.e. ISO9001:2015, ISO 45001:2018, ISO 27001:2013.

- (l) Copy of valid Contract Labour License (R&A) Act.1970 minimum 100 labour.
- (m) Copy of the Audited Statement of accounts (Balance Sheet, Profit& Loss A/C etc.) showing average annual turnover of 01 crore during the FY 2022-23, 2023-24 & 2024-25.
- (n) Copy of contract on similar work.
- (o) The Bidder should not have been blacklisted by any Govt. officials.
- (p) Demand Draft amounting to Rs. 2000/-(Rupees Two Thousand) only towards purchase of tender paper (Non Refundable)(even if the Tender is cancelled).
- (q) Tender Document duly signed and sealed by the authorized person of the service provider in each page as acceptance of all terms and conditions of the Bid.

**The Bidders who meets the qualitative requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified Bids will not be opened.**

10. The Technical Bid documents shall be opened on the scheduled date and time **on 09/01/2026 at 11.00AM in the office of the A.D.M-Cum- District Registrar, Rayagada-765001** in presence of the representatives of the Manpower Service Providers.
11. The Financial Bid of only those tenders will be opened who are technically qualified. The Financial bids shall be opened on **09/01/2026 (01.00PM)** in the presence of the representatives of the eligible Manpower Service Providers, if any, who wish to be present on the spot at that time.
12. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, If any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
13. The A.D.M-Cum-District Registrar, Rayagada reserves the right to reject all bids without assigning any reasons thereof.

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

1. The tendering manpower service provider should fulfill the following technical specifications

- (a) They should be registered with the appropriate registration authority.
- (b) The office of the Manpower Service Provider should be located within Rayagada District or he/she should establish a branch office after successful tender process within Rayagada District along with document proof.
- (c) They should have at least five years' experience in providing manpower to State Government/Central Government/ PSU on similar work.
- (d) They should have their own bank account.
- (e) They should have been registered with the Income Tax Department and have filed IT returns for Financial Years 2022–23, 2023–24, and 2024–25.
- (f) They should have registered under Goods and Services Tax and the latest return must be submitted.
- (g) They should have been registered with the appropriate authorities under Employees Provident Fund and obtained the latest last three months' e-challan and ECR.
- (h) They should have been registered with the appropriate authorities under the Employees State Insurance Act and obtained the latest last three months' return/e-challan on ESI.
- (i) They should have obtained a valid Contract Labour Licence under the Contract Labour (R&A) Act, 1970 and any other regulatory clearance required for providing manpower.
- (j) They should have a minimum average annual turnover of ₹01 crore during FY 2022–23, 2023–24, and 2024–25.
- (a) The service provider must be registered with valid ISO certificates i.e., ISO 9001:2015, ISO 45001:2018, ISO 27001:2013.
- (k) Execution of contract on similar work in each FY 2022–23, 2023–24, and 2024–25.
- (l) They should not have been blacklisted by any Government authorities, and an affidavit for “non-blacklisted” status must be submitted.

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**Qualification of Manpower to be Deployed by the Successful Manpower Service Providing Agency at A.D.M-Cum- District Registrar, Rayagada**

1. He/She should be above **21 years of age** and not exceeding **42 years** as on **01/12/2025**.
2. The minimum educational qualification for **Peon** shall be **10<sup>th</sup> standard or equivalent**. The person should be able to **speak ,write and understand odiya**.
3. The minimum educational qualification for **NWS** shall be **10<sup>th</sup> standard or equivalent**. The person should be able to **speak ,write and understand odiya**.

## AGREEMENT

The agreement is made on this \_\_\_ day of \_\_\_\_\_ between **The A.D.M-Cum- District Registrar, Rayagada**, hereinafter 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 \_\_\_\_\_, hereinafter 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 **05 nos. of Peons and 04 nos. of NWS** are required in the **DSR Office and Sub- Registrar, Offices of Rayagada District**.

And whereas the “Manpower Service Provider” has offered its willingness to provide such services in conformity with the provisions of this agreement;

And whereas the “Authority” has finalized the rate as per the terms and conditions of the agreement with 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 shall 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 Personnel** in the A.D.M-Cum- District Registrar, Rayagada 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 \_\_\_\_\_.

IN WITNESS WHEREOF, the parties have caused their respective common seals to be hereunto affixed or have hereunto set their respective hands and seals on the day and year first written above.

**Signature of the Officer authorized to sign on  
behalf of the Manpower Service Provider  
the A.D.M-Cum- District Registrar, Rayagada**

**Signature of the Officer/Authorized Officer  
acting in the premises and on behalf of**

---

**In the presence of witnesses:**

**Witness 1**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Witness 2**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Witness 3**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Witness 4**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

### Application for Technical Bid

For Providing Manpower Services at A.D.M-Cum- District Registrar, Rayagada– 765001

1. **Name of the Tendering Manpower Service Provider:**  
.....  
.....
2. **Name of Proprietor/Partner/Director:**  
.....  
.....
3. **Full Address of the Registered Office:**  
.....  
**Telephone No.:** .....  
**Fax No.:** .....  
**E-mail Address:** .....
4. **Full Address of the Operating/Branch Office (attach documentary proof):**  
.....  
**Telephone No.:** .....  
**Fax No.:** .....  
**E-mail Address:** .....
5. **Name and Telephone No. of Authorized Officer/Person to Liaise with Field Office(s):**  
.....  
.....
6. **Banker of Manpower Service Provider**  
*(Attach certified copy of the statement of A/C for the last three years):*  
.....  
.....

**PAN/GIR No.(Attach attested copy):**  
.....

**Goods and Services Tax Registration No.(Attach attested copy):**  
.....

**EPF Registration No.(Attach attested copy):**  
.....

**ESI Registration No.(Attach attested copy):**  
.....

**ISO Certifications**  
The service provider must be registered with valid ISO certificates:

- ISO 9001:2015
  - ISO 45001:2018
  - ISO 27001:2013
- (Copies to be attached)*

**7. Financial Turnover of the Tendering Manpower Service Provider:- (for the below-mentioned Financial Years on similar contracts)**

1.

Financial Year	Amount(in Lakhs)	Remarks(if any)
2022-23		
2023-24		
2024-25		

2. Give the detail information of the similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format.

Sl. No.	Name of the Client, Address, Telephone No. & Fax No.	Manpower Service Provided Similar works		Amount of Contract (Rs. In lakhs)	Duration of Contract	
		Type of Manpower Provided	Nos		From	To

(If the space provided is insufficient, a separate sheet as per above prescribed format may be attached annexed with the Technical Bid)

3. **Affidavit** that the firm has not been blacklisted by any Government organization.
4. **Additional Information, if any** (Attach separate sheet, if required)

**Date:** ..... / ..... / 20....

**Place:** .....

**Signature of the Authorized Person**

Name:.....

.....

Seal:.....

.....

**DECLARATION**

1. I, ..... son/daughter/wife of Shri .....  
Proprietor/Partner/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 any false information or fabricated document would lead to rejection of my tender at any stage, besides liabilities towards prosecution under appropriate law.

**Date:** ..... / ..... / 20.....

**Place:** .....

**Signature of the Authorized Person**

**Name:** .....

**Seal:** .....

**FORM-T6:DECLARATION FOR NOT BEING BLACKLISTED**

*[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding Ineligibility of the Bidder and non-blacklisting]*

I/We.....(Name & Designation) having My/our firm at..... do hereby declare that I/We have carefully read all the terms & conditions of TenderNotice of the A.D.M-Cum- District Registrar, Rayagada, Odisha, for Supply of manpower in **A.D.M-Cum- District Registrar, Rayagada**. I will abide with all the terms & conditions set for in the TenderNoticeNo.....

I/We do hereby declare that, I/We have not been de-recognized/ debarred/ blacklisted by any State Govt./ Union Territory/ Govt. of India/Govt. organization for supply of required manpower/ part-supply/non-supply.

That, I am not a defaulter in supply of any manpower to the A.D.M-Cum- District Registrar, Rayagada, Odisha, or any other indenting officers of the State of Odisha after being Lowest responsive bidder in past three years.

I/We do hereby declare that I/We will supply the approved manpower as per the terms, conditions & specifications of the tenderdocuments. I/We further declare that my/our performance security deposit will be forfeited if I/we fail to supply any approved manpower after getting order from the tender inviting Authority.

I/We agree that the TENDER inviting Authority can debar/ blacklist me/us for period of 03 years. If, any information furnished by us is proved to be false at the time of inspection/ verification and is not complying with the TENDER terms & conditions.

Yours sincerely,

**Authorized Signature**

[In full and initials]:

:  
**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

Affidavit before Executive Magistrate/Notary Public:

**APPLICATION-FINANCIAL BID**  
**For Providing Manpower**  
**Services at A.D.M-**  
**Cum- District Registrar,**  
**Rayagada - 765001**

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

Sl. No.	Manpower Type	*Remuneration	Monthly rate per Employee					Total per Person
			Employer Share of EPF @13%	Employer Share of ESI @3.25%	Other Statutory dues (if any)	Service Charge	Goods & Service Tax	
1.	Peon	12600/-						
2	NWS	12600/-						

Date:...../...../20.....

Signature of the Authorized Person

Place:.....

Name:.....

.....

Seal:.....

.....

**[\*] Remuneration mentioned above includes the EPF & ESI share of the employee.**

**Note**

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 the number of working days for which duty has been performed by each manpower, subject to submission of the following documents:
  - (A) **1st Month – Payment made in the second month:**
    - Only proof of payment to manpower.
  - (B) **2nd and Subsequent Months – Payment shall be made on submission of:**
    - (i) Proof of payment made to the employee.
    - (ii) Proof of deposit of statutory dues (EPF/ESI).
    - (iii) Proof of payment of GST.
3. As per **Rule 264(iv) of OFGR 2023**, the acceptable minimum rate of service charge shall be **3.85%** (3% profit plus transaction charge), and in no case shall the service charge exceed **7%**.  
 Any bidder quoting service charges below or above the prescribed range shall be **outrightly rejected**.

4. The **Evaluation Committee of the A.D.M-Cum- District Registrar, Rayagada** is authorized to determine the **Lowest-01 (L1) bidder**.

In this regard, the decision of **A.D.M-Cum- District Registrar, Rayagada** is **final and binding** on all bidders.

In case multiple bidders quote the same lowest service charge, the **L-1 bidder shall be selected through a transparent lottery system**.

**Seal & Signature**

**DOCUMENTS TO BE PROVIDED  
WITH THE TECHNICAL BID**

1. **Application Form – Technical Bid**
2. **Registration certificate** of the applicant's organization.
3. **Documentary proof** of the registered office or one of the branch offices of the manpower service provider located in Rayagada District.
4. **Documentary proof of 05 years' experience** in providing manpower service to State Government/Central Government/PSU on similar work.
5. **Copy of Bank Passbook** in the name of the Organization along with **Bank Statement** containing transactions made during the last 3 (Three) years.
6. **Copy of PAN/GIR Card.**
7. **Copy of IT Returns** filed for the last three financial years: **2022-23, 2023-24, 2024-25.**
8. **Copy of valid GST Registration Certificate and latest GST return copy.**
9. **Copy of EPF and ESI Registration Certificates:**
  - (a) Copies of EPF Electronic Challan Return (ECR) for the last three months.
  - (b) Copy of ESI return for the last three months and ESI e-challan for the last three months.
10. **Copy of valid Contract Labour License (R&A Act, 1970)** with minimum 100 labourers.
11. **Copy of Audited Statement of Accounts** (Balance Sheet, Profit & Loss A/C etc.) showing **average annual turnover of Rs. 1 crore** (as per Para 8(l) of Scope of Work) in FY **2022-23, 2023-24, 2024-25.**
12. **Copy of single contract on similar work** (as per Para 08(m) of the Scope of Work of the tender document).
13. **Affidavit** to the effect that the firm has **not been blacklisted** by any Government authority.
14. **EMD of Rs40,000/- (Forty thousand ) Only** as mentioned in Para 06 of the Scope of Work, in the form of **Demand Draft / TDR / Bank Guarantee** drawn from a scheduled commercial bank in favour of the **District Sub Registrar, Rayagada**; failing which the tender shall be rejected.
15. **Demand Draft of Rs. 2000/-(two thousand)only (non-refundable)** towards tender paper cost downloaded from website.
16. **Tender Document, duly signed and sealed** by the authorized person of the service provider on each page as a token of acceptance of all terms and conditions of the bid.

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

1. **List of manpower** shortlisted by the agency for deployment in the office of the ADM-cum-DR, Rayagada-765001, containing:
  - Full Name
  - Date of Birth
  - Age
  - Marital Status
  - Correspondence & Permanent Address
  - Educational Qualification
  - Professional Qualification
  - Contact Number
  - Experience
  - Any other relevant details
2. **Bio-data of all persons** to be deployed.
3. **Any other document** considered relevant and mentioned in the Tender Call Notice.

### **GENERAL TERMS AND CONDITIONS**

1. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
2. The Service Provider must employ adult labour only. Employment of child labour will lead to the termination of the contract. Persons to be deployed by the Service Provider should be above 21 years of age and not exceeding 42 years and physically sound to perform the duties.
3. The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
4. The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements. The Service Provider shall depute one full time supervisor in concerned office of the authority, for overall management of the services to be rendered at the site.
5. The Service provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF&ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority's location.
6. Service Provider shall maintain complete official records of disbursement of wages/ salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
7. The Service Provider shall maintain personal file in respect of all the staff those are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF/ESI Details etc.
8. The manpower to be deployed by the Service Provider should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.
9. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower those are not found suitable by this office for any reasons immediately on receipt of such a request.
10. The Service provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
11. The Service Provider shall provide uniform along with Photo ID Card to its personnel deployed at site at its own cost.
12. The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any man power while performing/discharging their duties/ for inspection or otherwise.
13. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
14. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
15. In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.

16. In case of delay in providing required replacement, the amount of penalty calculated **at the rate of 1%** of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
17. There would be no increase in rates payable to the Service Provider during the Contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
18. The 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. Sub-contracting is not allowed under this agreement.
19. The Services Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month.
20. The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
21. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed of at the level of Administrative Departments.
22. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/ agreement or suppression of facts will attract termination of contract with 1 month prior notice to the Service Provider.
23. The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
24. 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.
25. In the event of any dispute arising in respect of the clause 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.
26. All disputes shall be under the jurisdiction of the appropriate court.
27. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.
28. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the service provider to concerned authorities.
29. The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Misrepresentation of documents/ information, leads to termination of agreement.
30. The man power service provider will be supplied additional man power as and when required during the validity period of agreement.

## ANNEXURE-A

**Checklist(TechnicalBid)(mustbesubmittedalongwithTechnicalBid)**

Sl. No.	Item	Page No.	Remarks
1	Demand Draft amounting to Rs.2000.00(Rupee Two Thousand) only towards purchase of tender paper/processing fee	DD No. Date:	
	Demand Draft amounting to Rs.40,000/- (Rupee Forty Thousand) Only towards EMD of the Tender	DD / TDR/ Bank Guarantee No. Date:	
2	<b>Tender Document</b> -Duly signed and sealed by the authorized signatory of the service provider <b>on each page</b> as a token of acceptance of all terms and conditions of the bid.		
3	Registration CertificateValid registration certificate of the applicant's organization		
4	Documentary proof of the registered office or one of the Branch offices of the Manpower Service Providers located in Rayagada District		
5	Copies of EPF and ESI registration Certificates and Return copy.		
6	Copy of valid Contract Labour License (R&A) Act, 1970 minimum 100 labours.		
7	Copy of PAN/GIR card		
8	Copy of valid Goods and Service Tax registration certificate and latest return.		
9	Affidavit to effect that the Bidder has not been blacklisted by any Govt. officials.		
10	Copies of EPF Electronic Challan Return (ECR) and for the last three months.		
11	Copy of ESI return last three months		
12	Copy of ESI E- Challan of ESI last three months		
13	Copy of the IT return filed for the last three financial years 2022-23, 2023-24, 2024-25.	2022-23	
		2023-24	
		2024-25	

Sl. No	Item	Page No.	Remarks
14	Copy of the Bank Pass Book in the name of the Organization along with bank statement containing transactions made during 2022-23,2023-24,2024-25		
16	Copy of the Audited Statement of accounts (Balance Sheet, Profit & Loss A/C etc.) showing average annual turnover of Rs.01 croreduring the FY 2022-23, 2023-24, 2024-25		
17	Copy of contract on similar		
18	Documentary proof of 05Years' experience in providing manpower service to State Government /Central Government/ PSU on similar work		
19	The service provider must be registered with valid ISO certificate i.e.ISO9001:2015, ISO 45001:2018, ISO 27001:2013	ISO9001:2015	
		ISO 45001:2018	
		ISO 27001:2013	

**ANNEXURE-B**

**Checklist(FinancialBid)(mustbesubmittedalongwithFinancialBid)**

<b>Sl. No.</b>	<b>Item</b>	<b>Remarks</b>
1.	Financial Bid	
2.	Detail calculation sheet for EPF (Employer's share and Employee Share)	
3.	Detail calculation sheet for ESI (Employer's share and Employee Share)	