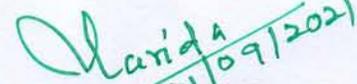


OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, JAGATSINGHPUR.Phone No.06724-220091 //Fax No-06724-220092 //Email ID: cdvojspur@gmail.comTender call Notice No. 1848 // CDVO (Jsp) / Date 01.09.2021

Sealed tenders are invited from interested reputed, well established & financially sound Manpower service providers to provide services of Data Entry Operator(1), Driver (1), Peon(4), Chowkidar (4) in the O/o CDVO, Jagatsinghpur for a period of one year . The detailed information for outsourcing the services of aforesaid post has been given in the Tender Document which may be downloaded from the website jagatsinghpur.nic.in. The submission of Tender Documents through speed post/Registered post/Courier is only acceptable. The authority reserves all rights to reject or cancel the tender. The postal/ courier delay is not acceptable.

- | | | |
|---|----|--|
| 1. Date of availability of tender papers | :- | 02.09.2021 to 15.09.2021 up to 5.30 PM |
| 2. Last date of submission of tender papers | :- | 16.09.2021 up to 5.30 PM |
| 3. Date of opening of tender papers | :- | 17.09.2021 at 11 AM(Technical Bid)
At 3 PM(Financial Bid) |


Chief District Veterinary Officer,
Jagatsinghpur

OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, JAGATSINGHPUR**TENDER DOCUMENT**

For providing Services of Data Entry Operator(1), Driver(1), Peon(4) and Chowkidar (4) for Office of the Chief District Veterinary Officer, Jagatsinghpur by a Private Manpower Service Provider.

(a) Period of issue of Tender Document : 02/09/2021 to 15/09/2021

(b) Last date and time for submission of Tender Document : 16/09/2021- 5.30 PM

(c) Date and time for opening of

(i) Technical Bids : 17/09/2021 at 11 AM

(ii) Financial Bids of eligible Bidders : 17/09/2021 at 3 PM

(d) Likely date for commencement of Deployment of required manpower

: 01/10/2021

David
01/09/2021
**Chief District Veterinary Officer
Jagatsinghpur**

CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of contents	Page Number
1	Scope of work and general instructions for service bidders	4-5
2	Technical specifications for the service provider and the manpower to be deployed in the Office by the service provider	6-7
3	Tender Application – Technical Bid	8-10
4	Tender Application – Financial Bid	11
5	Terms and Conditions	12-15
6	Chronological order for arrangement of documents	16


 01/09/2021
Chief District Veterinary Officer
Jagatsinghpur

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Office of the Chief District Veterinary Officer, Jagatsinghpur,754103 requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of **Data Entry Operator(1), Driver(1), Peon(4) and Chowkidar (4)** on contract basis for day to day official work at different field level institutions under the establishment of Chief District Veterinary Officer, Jagatsinghpur. The requirements may increase/ decrease in any/all the categories.
2. The contract for providing the aforesaid manpower is likely to commence from dt – **01.10.2021** and would continue till **30.09.2022**. The period of the contract may be further extended beyond 30.09.2021 provided the requirement of the Office for manpower persists at that time or may be curtailed/ terminated before 30.09.2021 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Office's requirements. The Office however, reserves right to terminate this initial contract at any time after giving one month notice to the selected Service Provider.
3. The O/o CDVO, Jagatsinghpur has required for Data Entry Operator(1), Driver(1) for procurement and distribution of Liquid Nitrogen by Govt. vehicle, Peon(4) & Chowkidar (4) for Veterinary Institutions.
4. The interested Manpower service providers may submit the tender document complete in all respects and other requisite documents along with earnest Money Deposit (EMD) of Rs. **10,000/- (Rupees Ten Thousand)** only refundable (without interest) in form of Demand Draft drawn in favour of Chief District Veterinary Officer, Jagatsinghpur failing which the tender shall be rejected summarily.
5. The cost of the Tender paper is Rs. **500/- (Rupees Five Hundred)** only. Those who download the tender application can submit the cost of the tender paper Rs. **500/- (Rupees Five Hundred)** only in shape of **Demand Draft/ Banker's cheque** in favour of **Chief District Veterinary Officer, Jagatsinghpur**, along with the tender documents.
6. The tenders are invited under two bid system, i.e. Technical Bid and Financial Bid. The interested bidders are required to submit two separate sealed envelopes super scribing "Technical bid for providing manpower services" and "Financial bid for providing manpower services". Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for providing manpower services to O/o CDVO, Jagatsinghpur".
7. The successful tender will have to deposit a performance security deposit of Rs. **50,000/- (Rupees Fifty Thousand)** only in the form of bank guarantee/Demand Draft from any Nationalized Bank drawn in favour of Chief District Veterinary Officer, Jagatsinghpur covering the period of contact. In case the contract is further extended beyond the initial period, the Bank Guarantee (only Bank guarantee cases will have to be accordingly renewed by the successful tenderer.
8. The tendering Manpower service providers are required to enclose photocopies 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.

David
29/09/2021

- a) Registration of the applicant organization.
 - b) Copy of PAN/GIR Card.
 - c) Copy of the IT return filed for the last three financial years.
 - d) Copies of EPF and ESI Certificates.
 - e) Copy of the service Tax registration Certificate.(GST)
 - f) Certified extracts of the Bank Account containing transactions during last three years.
 - g) Copy of Bank Account Details
 - h) Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 years.
 - i) Copies of work orders from the previous organizations for providing services during last 3years.
 - j) Undertaking regarding non-blacklisting (On stamp paper)
 - k) Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)
9. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
10. 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.
11. The technical bids shall be opened on Dt **17.09.2021** at **11** am in the office chamber of CDVO, Jagatsinghpur in the presence of representatives of the manpower service providers, if any who wish to be present on the spot at the time.
12. The financial Bid if only those tenders will be opened whose Technical bids are found in order/valid. The financial bids shall be opened on dt. **17.09.2021** at **3** pm in the office chamber of CDVO, Jagatsinghpur in the presence of representatives of the manpower service providers, if any who wish to be present on the spot at the time.
13. The CDVO, Jagatsinghpur reserves the right to annul any or all the bids without assigning any reason thereof.

Varidh
01/09/2021
Chief District Veterinary Officer
Jagatsinghpur

TECHNICAL REQUIREMENTS FOR THE TENDERING MAN POWER 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 Jagatsinghpur District.
 - (b) They should be registered with the appropriate registration authority.
 - (c) They should have at least 03 (Three) years experience in providing manpower to Government Departments / public sector companies/Banks, etc .
 - (d) They should have their own Bank Account.
 - (e) They should be registered with Income Tax and Service Tax departments.
 - (f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - (g) Minimum turn over requirement for last three years of the manpower provider should be Rs. 15.00 Lakh per annum.

N:B:- However Authority reserves the right to withdraw or relax any of the criteria mentioned above basing on the need.

TIME SCHEDULE OF TENDER DOCUMENT

For Providing Services of Data Entry Operator, Driver, Peon & Chowkidar .

(A) Mode of receipt of Tender Document	Through speed post/Registered Post/Courier
(B) Date of availability of tender papers	02.09.2021 to 15.09.2021 up to 5.30 pm.
(C) Last date and time for submission of Tender Document.	16.09.2021 up to 5.30 PM
(D) Date and time for opening of	
(i) Technical Bids	17.09.2021 at 11 am
(ii) Financial Bids of bidders who qualified in the Technical stage.	17.09.2021 at 3 pm
(E) Likely date for commencement of deployment of required manpower.	01.10.2021

Handwritten signature and date: 09/09/2021

TECHNICAL REQUIREMENTS FOR MAN POWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER FOR THE OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, JAGATSINGHPUR.

A. The requisite qualification of Data Entry Operator:-

1. He must have a Bachelor's Degree in University.
2. He must have Post Graduate Diploma in Computer Application.
3. He should have a speed of 4000 characters per minute in English and should be well conversant with computers and essentially well trained in MS office, Internet and LAN function.

B. The requisite qualification of Driver :-

1. He must have passed matriculation examination.
2. He must have a valid driving license for transporting van (Bolero pick-up)
3. He must be available as and when required/
4. He should keep the office vehicle clean and tidy.

C. The requisite qualification of Peon/Chowkidar:-

1. He must have passed at least Middle English School Certificate examination.
2. He should behave in an acceptable, cordial and obedient manner.
3. He shall obey, oblige and carry out instructions from the superiors.

David
21/09/2024
Chief District Veterinary Officer
Jagatsinghpur

APPLICATION - TECHNICAL BID

For Providing Manpower Services to O/O CDVO, Jagatsinghpur

1. Name of Tendering Manpower Service Provider: _____

2. Details of Tender processing fees: DD No _____ date _____

Of Rs. _____ drawn on Bank _____

3. Details of Earnest Money Deposit: DD No. ___ date _____

of Rs. _____ drawn on Bank _____

4. Name of Proprietor /Partner/Director:

5. Full Address of Registered Head Office

Telephone No, _____ Mobile No, _____

Fax No, _____

E-Mail Address _____

6. Banker of the Manpower Service Provider:

(Attach self attested copy of statement of A/c for the last Three years)

Handwritten signature and date: 2/2/2024

Telephone Number
Of Banker _____

7. PAN / GIR No. : _____
 8. (Attach self attested copy)
 9. Service Tax (GST) Registration No.
 : _____
 (Attach self attested copy)
 10. E.P.F. Registration No. : _____
 (Attach self attested copy)
 11. E.S.I. Registration No. : _____
 (Attach self attested copy)
 12. Labour Department Regd no: _____
 (Attach self attested copy)
 13. Financial turnover of the tendering **Manpower Service Provider** for the last 3 financial years.

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2018-19		
2019-20		
2020-21		

14. IT Returns for last 3 Assessment Years.
 15. Additional information if any.
 (Attach separate sheet if space provided is insufficient)
 16. 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)
 (if the space provided is insufficient, a separate sheet may be attached) :

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

DD dated 14/02/21

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

Date:-

Place:-

Signature of authorized person

Name:

Seal :

DECLARATION

1. I, _____ Son / Daughter / Wife of Sri

_____ Proprietor/ Director/ authorized signatory of the service provider, mentioned above, and competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:-

Place:-

Signature of authorized person

Name:-

Seal:-

David
21/09/2021
Chief District Veterinary Officer
Jagatsinghpur

APPLICATION – FINANCIAL BID

For Providing Manpower Assistance to Finance Department

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

Sl No	Manpower Type	Monthly Rate per person in Rupees						
		3	4	5	6	7	8	9
		Take Home honorarium	EPF	ESI	Other statutory dues if any	Service charges	Service tax	Total per Person
1	DEO							
2	Driver							
3	Peon							
4	Chowkidar							

Date:-

Signature of authorized person

Place:-

Name:-

Seal:-

Notes:

1. The total rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each Manpower.


 21/29/2024
Chief District Veterinary Officer
Jagatsinghpur

TERMS & CONDITIONS

GENERAL

1. The Agreement shall commence from **dt.01.10.2021** and shall continue till dt. **30.09.2022** 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 etc.
2. The Agreement shall automatically expire on **30.09.2022**.
3. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the office 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 office Authority.
5. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
6. The office Authority reserves the right to terminate the Agreement during initial period also after giving 30 days notice to the Manpower Service Provider without assigning any reason thereof.
7. It will be the responsibility of the manpower service provider to pay to the person deployed a sum not less the minimum rate quoted in the financial bid and adduce such evidence as may be required by the office concerned.
8. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Office concerned.
9. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Office shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service Provider, the deployed person can place their grievance before a Joint Committee consisting of a representative of the Office concerned and an Authorized representative of the Manpower Service Provider.
10. The office concerned shall not be responsible for any financial loss or any injury to any person deployed by the man power service provider in the course of their performing the functions/duties, or for payment towards any compensation.

Handwritten signature and date:
 30/09/2021

11. 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.
12. 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.
13. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office concerned under the provision of rules and Acts undertaken from the person deployed to this effect shall be required to be submitted by the manpower service provider.
14. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registrations 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, for the Manpower service provider employing more than 20 workmen.
15. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
16. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
17. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

LEGAL

18. 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.
19. 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

Handwritten signature and date: 12/01/2024

employed by it in the office concerned. The office concerned shall have no liability in this regard.

20. 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 office concerned. The office shall have no liability in this regard.

21. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Office to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested photo copies of such documents shall be furnished to the office.

22. The man power service provider shall maintain all statutory registers under the law and shall produce the same, on demand, to the office authority concerned.

23. 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 Department or office concerned.

24. In case, the manpower service provider fails to comply with any liability under appropriate law, and as a result thereof, the office authority is put to any loss/obligation, monetary or otherwise, the office concerned will be entitled to get it self-reimbursed outstanding bills or the performance security deposit of the manpower service provider, to the extent of the loss or obligation in monetary terms.

25. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Department or Office concerned will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Department or Office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

FINANCIAL

26. The Technical Bid should be accompanied with Tender cost of Rs. 500/- and Earnest Money Deposit (EMD), refundable without interest amounting in the form of Demand Draft Banker's cheque drawn in favour of Chief District Veterinary Officer, Jagatsinghpur failing which the tender shall be rejected out rightly.

27. 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 maximum days from date of placing the order the EMD shall stand forfeited without giving any further notice.

David
10/9/2021

28. The successful tender will have to deposit a Performance Security Deposit of Rs. **50,000(Rupees Fifty Thousand)** only in the form of Bank Guarantee from Nationalized Bank drawn in favour of the Chief District Veterinary Officer, Jagatsinghpur covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenders. The amount of performance security deposit is to be determined by the office Authority taking into account the contractual obligation of the manpower service provider.
29. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
30. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Office concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be release by the second week of the succeeding month.
31. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Office authority.
32. The amount of penalty calculated @ Rs.100 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.
33. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
34. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
35. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
36. The successful bidder will enter into an agreement with this Office for supply of suitable and qualified manpower as per requirement of this Office on the above terms and conditions.

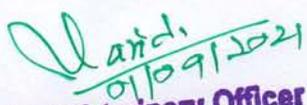

21/09/2021
Chief District Veterinary Officer

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application – Technical Bid;
2. Self Attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last three years;
4. Self Attested copy of PAN / GIR Card;
5. Self Attested copy of the latest IT return filed by agency;
6. Self Attested copy of Service Tax registration certificate;
7. Self Attested copy of the E.P.F. registration letter / certificate;
8. Self Attested copy of the E.S.I. registration letter / certificate;
9. Certified documents in support of the Financial turnover of the agency;
10. Certified documents in support of entries in column 16 of Technical Bid application
11. Undertaking regarding non-blacklisting (On stamp paper)
12. Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)
13. Copy of the terms and conditions at pages **12 to 15** in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

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

1. List of Manpower shortlisted by agency for deployment in O/O CDVO, Jagatsinghpur containing full details i.e. Proof of Date of Birth, Marital status, Address, Educational Qualification, Passport Photograph, Aadhar Card and Bank Details - Xerox copy of 1st page of Bank pass book .
2. Bio-data of all persons.
3. Any other document considered relevant.


 01/09/2021
Chief District Veterinary Officer
Jagatsinghpur

AGREEMENT

This Agreement is made on this _____ day of _____ Between the Chief District Veterinary Officer, Jagatsinghpur, 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 under the establishment of the Authority ; 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".

Handwritten signature and date
01/09/2021
**Chief District Veterinary Officer
Jagatsinghpur**

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 "_____ " under the establishment of the Authority (CDVO, Jagatsinghpur) 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 upto_____.

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

**Signature of the officer
authorized to sign on
behalf of Manpower
Service Provider**

**Signature of the Authority
CDVO, Jagatsinghpur**

In the presence of witness:-

Witness

1. Name:.....

Address:.....

2. Name:.....

Address:.....

Witness

1. Name:.....

Address:.....

2.

Name:.....

Address:.....

David
01/09/2021
District Veterinary Officer

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 specific period mutually agreed upon by the Manpower Service Provider and the Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organisation by whatever name be called without the prior written consent of the Authority.
5. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
6. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
7. The persons deployed shall be required to report for work at 10.00 AM to the Under Secretary or Deputy Secretary or such other Officer as may have been kept in charge of the Office Establishment of the Office concerned and would leave at 5.00 P.M. and may also be required to work beyond 5.00 PM for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
8. In case the person deployed is asked to work beyond 8 PM, he/she shall be entitled to late sitting-cum-refreshment compensation of Rs. 50/- (fifty) per day.
9. The person deployed may be called on holidays to attend duty and shall be paid extra remuneration as per rates approved by this office on attending such duty.
10. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Department 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 Department or Office concerned shall be that of the Manpower Service Provider and the Department or Office concerned will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the Department or Office concerned.
12. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Department or Office concerned.

Handwritten signature and date: 01/2024

13. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Department 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 Department or Office concerned and an Authorized representative of the Manpower Service Provider.
14. The Department shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
15. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.
16. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
17. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
18. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost, if required under the Act.
19. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
20. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
21. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Department or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
22. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
23. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Department or office concerned. The Department or office concerned shall have no liability in this regard.

Handwritten signature and date:
Handwritten signature: [Signature]
Date: 10/9/2021

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 Department or office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Department or office concerned.
25. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Department or office concerned or any other authority under Law.
26. 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 Department or office concerned.
27. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Department or the office concerned is put to any loss / obligation, monetary or otherwise, the Department or the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
28. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Department or Office concerned will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Department or Office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.
29. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
30. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Department or Office concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
31. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Department or Office concerned.
32. The amount of penalty calculated @ Rs.100 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.
33. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
34. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
35. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.

UNDERTAKING

(On the stamp paper of appropriate value in shape of affidavit from the Notary regarding non blacklisting)

I, hereby undertake that, our organization has not been blacklisted/ debarred by any of the central/ State Government Department/ Officer or by any public sector undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours Sincerely,

Authorized Signature
(In full and initials)

Name and Designation of the signatory:

Name of the Bidder and Address:

Handa
01/09/2021
Chief District Veterinary Officer
Jagatsinghpur

UNDERTAKING

(On the Bidder's letter Head regarding not have any pending judicial proceedings for any criminal offences)

I, hereby undertake that, there is no criminal case pending in any court of law against our company or against the proprietor/ Director/ Persons to be deployed by our company.

I/We further certify that proprietor/ Director/ Persons to be deployed by our company of my company have not been convicted of any offence in any court in india during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours Sincerely,

Authorized Signature
(In full and initials)

Name and Designation of the signatory:

Name of the Bidder and Address:

David
01/09/2021
Chief District Veterinary Officer
Jagatsinghpur