

**TENDER DOCUMENT FOR  
ENGAGEMENT OF 39 (THIRTY NINE)  
NUMBERS OF GROUP-D PERSONNEL  
ON OUTSOURCING BASIS THROUGH  
SERVICE PROVIDER AGENCY**

**COLLECTOR & DISTRICT MAGISTRATE,  
JAGATSINGHPUR**

## CONTENTS OF TENDER DOCUMENT

<b>Sl. No.</b>	<b>Description of Contents</b>	<b>Page No.</b>
1.	Notice Inviting Tender	1-2
2.	Different dates of Tender	3
3.	Scope of work and general instructions for bidders	4-6
4.	Technical requirements for the tendering Manpower Service Provider	7
5.	Technical requirements for manpower to be deployed by the successful Manpower Service Provider in the Office of the Collector & District Magistrate, Jagatsinghpur	8
6.	Tender Application–Technical Bid (ANNEXURE-I)	9-10
7.	Declaration (ANNEXURE-II)	11
8.	Tender Application–Financial Bid (ANNEXURE-III)	12
9.	Terms and Conditions (ANNEXURE-IV)	13-16
10.	Documents to be submitted with the Technical Bid (ANNEXURE-V)	17
11.	Document to be submitted by the Successful Bidder before deployment of Manpower (ANNEXURE-VI)	18
12.	Bidder’s Covering Letter (ANNEXURE-VII)	19
13.	Letter of Authorization for attending Bid Opening	20



## OFFICE OF THE COLLECTOR: JAGATSINGHPUR

(ESTABLISHMENT SECTION)

Email ID- [dm-jagatsinghpur@nic.in](mailto:dm-jagatsinghpur@nic.in) / [admjsp.od@nic.in](mailto:admjsp.od@nic.in)

No. 11938 /Estt.,

Dt. 18 / 08 /2023

### TENDER CALL NOTICE

Collector & District Magistrate, Jagatsinghpur hereby invites sealed tenders in the prescribed format from reputed registered Manpower Service Provider Agencies having registered office located within State of Odisha and possessing valid license, statutory clearance, Service Tax Registration, EPF Registration, ESI Registration and PAN No. for providing services of following 39 (Thirty Nine) numbers of Group-D personnel in the office of the Collector & District Magistrate, Jagatsinghpur as mentioned below for a period of one year from the date of commencement of the contract as would be indicated therein. The contract for supply of 39 nos. of Group-D personnel (on outsourcing basis) and the mode, manner and nature of duties shall be as per the details provided in the Tender document. The estimated cost of the tender is of Rs.47,26,800/- (Rupees Forty Seven Lakh Twenty Six Thousand Eight Hundred) only per annum excluding applicable taxes, statutory dues and negotiated service charges.

1. Peon- 21
2. Process Server – 7
3. Chainman – 3
4. Watchman – 6
5. Room Attendant – 1
6. Kitchen Helper – 1

The Tender Document may be downloaded from the District Website i.e. <http://jagatsinghpur.nic.in> and any further addendum / corrigendum shall be communicated through the tender section on the same website.

The tender documents should be submitted through speed post / registered post along with a non-refundable payment of Rs.6000/- (Rupees Six Thousand) only as the cost of tender paper in shape of Demand Draft of any Nationalized Bank drawn in favour of Collector & District Magistrate, Jagatsinghpur payable at Jagsinghpur covering the period of contract along with the Technical Bid by 05.30 P.M. on 31.08.2023. The Bid Security Deposit will be returned to the unsuccessful bidders after selection of the successful bidder.

*[Handwritten Signature]*  
18/8/23

**Last date and time of submission of Tender : 31.08.2023 at 5.30 P.M.**

**Opening of the Tender:** The Technical and Financial Bid will be opened in **Sadbhabana Sabhagrhu** of Collectorate, Jagatsinghpur in the presence of the Selection Committee and the representatives of the manpower Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids, as per the following time table.

Technical Bid – 01.09.2023 at 11.00 A.M.

Financial Bid – 01.09.2023 (After opening and scrutiny of Technical Bid)

Incomplete and conditional tender shall be summarily rejected. Collector & District Magistrate, Jagatsinghpur reserves the right to reject any or all the Tenders, without assigning any reason thereof. The bidders should have at least three years experience in providing manpower particularly Group-D Personnel to Government Department, Public Sector Companies / Banks etc. The authority reserves the right to relax any of the provisions of the Tender Document in case of exigency.

The Tender Documents of the bidders having criminal antecedents / previous unsatisfactory service reports / previously black listed, shall be summarily rejected.

  
Collector & District Magistrate  
Jagatsinghpur

Memo No. 11939 /Estt., Dt. 18 / 08 /2023

Copy along with tender document forwarded to the DIO, NIC, Collectorate, Jagatsinghpur with a request to take immediate steps for web-hosting the same in this District Website for information of the public.

  
Collector & District Magistrate  
Jagatsinghpur

Memo No. 11940 /Estt., Dt. 18 / 08 /2023

Copy along with tender document forwarded to the Additional District Magistrate, Paradeep / CDO-cum-E.O., Zilla Parishad, Jagatsinghpur / Sub-Collector, Jagatsinghpur / All Tahasildars / All BDOs / All CDPOs of this district for information. They are requested to publish this Notice in their Office Notice Board.

Copy to Office Notice Board of this Collectorate for general information.

  
Collector & District Magistrate  
Jagatsinghpur

## **TENDER DOCUMENT**

### **Different important dates of the Tender for providing Services of Group-D personnel by Service Provider**

(a)	Period of issue of Tender Document	From 18.08.2023 to 31.08.2023
(b)	Last Date and time for submission of Tender Document	31.08.2023 at 5.30P.M.
(c)	Date and time for opening of (i) Technical Bids (ii) Financial Bids of eligible Bidders	01.09.2023 at 11.00 A.M. 01.09.2023, After scrutiny of technical bids
(d)	Likely date for commencement of service.	05.09.2023

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Collector & District Magistrate, Jagatsinghpur requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of Group-D personnel on outsourcing basis for day-to-day office work in the Office of Collector & District Magistrate, Jagatsinghpur.
2. The contract for providing the aforesaid manpower shall continue for a period of one year from the date of commencement of service. The period of the contract may be further extended for a further period of another one year provided the requirement of the offices for manpower persists at that time. The period of contract may be curtailed / terminated before completion of one year owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the office requirements. The Collector & District Magistrate, Jagatsinghpur, however, reserves right to terminate the initial contract at any time after giving 15 days notice to the selected Service Provider. **Under no circumstances the manpower/personnel shall be allowed to continue for more than two years, so as to avoid future litigation relating to regularization.**
3. The contract of service provider shall be terminated if the selected bidder fails to provide the man power having expertise in doing peon works in the offices and carrying files, daks, official papers and books etc. along with sweeping, cleaning, dusting of concerned section(s) of Collectorate & security etc. as and when required & fails to provide the man power who are in good physical health condition having expertise in doing sweeper-cum-watchman and to be vigilant during the silent hours.
4. The Collector & District Magistrate, Jagatsinghpur presently has a tentative requirement of total 39 (Thirty nine) Nos. of Group-D personnel as given below :
  - a. Peon- 21
  - b. Process Server – 7
  - c. Chainman – 3
  - d. Watchman – 6
  - e. Room Attendant – 1
  - f. Kitchen Helper – 1
5. The estimated cost of the contract is Rs.47,26,800/- (Rupees Forty Seven Lakh Twenty Six Thousand Eight Hundred) only per annum excluding applicable taxes, statutory dues and negotiated service charges.

6. The interested Service Providers shall submit the tender document complete in all respects along with other requisite documents by 31.08.2023 up to 05.30 P.M. at the Office of the Collector & District Magistrate, Jagatsinghpur.
7. The various crucial dates relating to **“Tender for Providing Services of Group-D posts to the Office of the Collector & District Magistrate, Jagatsinghpur”** are cited as above.
8. The tender has been invited under two bid systems i.e. Technical Bid annexed at **Annexure – I** and Financial Bid annexed at **Annexure - III**. The interested bidders are required to submit the bids in two separate sealed envelopes super scribing **“Technical Bid for Providing Services of Group-D personnel to the Office of the Collector & District Magistrate, Jagatsinghpur”** and **“Financial Bid for Providing Services of Group-D personnel to the Office of the Collector & District Magistrate, Jagatsinghpur”**. Both sealed envelopes should be kept in a third sealed envelope super scribing **“Tender for Providing Services of Group-D personnel to the Office of the Collector & District Magistrate, Jagatsinghpur”**.
9. All bidders will have to deposit a Non-refundable payment of Rs.6000/- (Six Thousand) only as the cost of Tender Paper in shape of Demand Draft of any Nationalized Bank drawn in favour of Collector & District Magistrate, Jagatsinghpur payable at Jagatsinghpur along with the Technical Bid.
10. All bidders will have to deposit a Bid Security of Rs.1,00,000/- (Rupees One Lakh) only in the form of Bank Guarantee/ Term Deposit Receipt (TDR) from any Nationalized Bank drawn/ pledged in favour of Collector & District Magistrate, Jagatsinghpur covering the period of contract along with the Technical Bid. The Bid Security Deposit will be returned to the unsuccessful bidders after selection of the successful bidder.
11. The interested Man power Service Providers are required to enclose the Self attested documents as mentioned in Annexure-V along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered.
12. The conditional bids shall not be considered and will be out rightly rejected.

13. 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 cutting, if any, in the Technical Bid Application must be initialized by the person authorized to sign the tender bids.
14. The Technical Bids shall be opened on the scheduled date and time i.e. at **11.00 AM on 01.09.2023**, in the **Sadbhabana Sabhagruha, Collectorate, Jagatsinghpur** in presence of the Selection Committee and the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids.
15. The Financial Bid of only those bidders will be opened who would be found successful in the Technical Bid. The Financial bids shall be opened **after opening & scrutiny of Technical Bid** on the same day in presence of the Selection Committee and the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids.
16. The Selection Committee can use its own discretion for selection of the service provider; the decision taken by the Committee shall be final.
17. The Collector & District Magistrate, Jagatsinghpur reserves the right to reject any or all bids without assigning any reason.

## **TECHNICAL REQUIREMENTS FOR THE TENDERING MAN POWER SERVICE PROVIDER**

The tendering manpower service provider agencies should fulfill the following technical specifications:

- (a) The registered office of the manpower service provider agency should be located within the State of Odisha.
- (b) The agency should have been registered with the appropriate registering authority.
- (c) The agency should have at least 3 (three) years experience in providing manpower **particularly Group-D personnel**.
- (d) The agency should have own Bank Account.
- (e) The agency should be registered with Income Tax and Service Tax (GST) department.
- (f) The agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- (g) The agency should have any other regulatory clearance (to be specified by the user Department) that may be required for providing man power services.
- (h) The agency should have minimum average annual turn-over of Rs.01(One)Crore during the financial year 2020-21, 2021-22 & 2022-23 in providing man power services.
- (i) The agency should have executed contracts of similar type during preceding 3 (three) years i.e. for the financial year 2020-21, 2021-22 & 2022-23.
- (j) The agency should not have any criminal antecedent / previous unsatisfactory service report / previously black listed by any organization.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE  
DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE  
PROVIDER IN THE OFFICE OF THE COLLECTOR & DISTRICT  
MAGISTRATE, JAGATSINGHPUR**

\*\*\*\*\*

1. The Group-D personnel should be above 18 years and not more than 50 years of age.
2. Their minimum educational qualification must be Class-VII standard.
3. They may have experience in doing peon works in the office and carrying files, daks, official papers and books, orderly works, security, sweeping, cleaning, dusting, gardening, marketing etc. For Sweeper-cum-watchman, the applicant must be in good physical health condition and to be vigilant during the silent hours. Lack of knowledge of the above-mentioned works will lead to their immediate disengagement.
4. They must not have any criminal antecedent. Each Group-D personnel, at the time of his engagement, shall furnish a self declaration of not having any criminal antecedent duly verified and certified by the Agency to the Authority.

.....

**ANNEXURE - I**

**APPLICATION – TECHNICAL BID**

**FOR PROVIDING SERVICES OF GROUP-D PERSONNEL IN  
THE OFFICE OF THE COLLECTOR & DISTRICT  
MAGISTRATE, JAGATSINGHPUR**

1.	Name of the Manpower Service Provider	
2.	Details of Bid Security (Bank Guarantee/ Term deposit Receipt (TDR) number, date and amount & details of Bank)	
3.	Name of Proprietor/ Partner/ Director (Name of all Directors/ Partners)	
4.	Full Address of Registered Office (with PIN Code)	
	Telephone No:	
	Mobile No:	
	FAX No:	
	E-mailID:	
5.	Full Address of Branch Office (if any)	
6.	Name, Telephone No/Mobile No/ E- mail ID of Authorized Officer/Person to co- ordinate with the Office of the Collector & District Magistrate, Jagatsinghpur.	
7.	Banker of the Manpower Service Provider. (Attached copy of statement of A/c for the last six months)	
8.	PAN No:(Attach copy of the PAN)	
9.	Statutory Registration No: (under License & Contract Labour Act. 1970 obtained from Labour Department, Government of Odisha)	
10.	GST Registration No. (Enclose copy of the certificate)	

11.	EPF Registration No. (Enclose copy of the Certificate)					
12.	ESI Registration No.: (Enclose copy of the Certificate)					
13.	Cost of tender Document details. (Bank Draft details)					
14. Financial turnover of the Manpower Service Provider for the last 3(three) Financial Year:						
Financial Year	Amount in Lakh		Remarks if any			
2020-21						
2021-22						
2022-23						
15. Give details of the similar contracts handled by the tendering Man Power Service Provider during the last three years in the following form at _____ (if the space provided is in sufficient, a separate sheet may be attached) :						
No.	Name of client, address, telephone, Fax. No. & email ID	Man power services provided		Annual Bill amount (In Lakh)	Duration of contract	
		Type of man power provided	No.		From	To
16. Additional information, if any (Attach separate sheet, if required)						

Date

Place

Signature of authorized person with seal

Full Name

Telephone No/Mobile No.

e-mail ID

**ANNEXURE - II**

**DECLARATION**

1. I, \_\_\_\_\_ son/daughter/wife of  
Shri \_\_\_\_\_ Proprietor/ Partner/ 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**

**Signature of authorized person with seal**

**Place**

**Full Name**

**Telephone No/Mobile No.**

**e-mail ID**

**APPLICATION - FINANCIAL BID**

**FOR PROVIDING SERVICES OF 39 NUMBERS OF GROUP- D PERSONNEL IN THE OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, JAGATSINGHPUR**

1.	Name of the Manpower Service Provider:							
2.	Rate per person per month inclusive of all statutory liabilities, taxes etc. The bidders shall take into account the expenses to be incurred and statutory dues ( <u>Income tax, TDS@2% and GST TDS @2% from gross bill etc.</u> ) while quoting the service charge							
Sl. No.	Man power Type	Monthly Rate per Person						
		*Take Home remuneration (Net)	EPF 13%	ESI 25%	Other statutory dues if any	Service Charge	GST	Total per Person (Gross)
1.	Group-D personnel							

\*Minimum take home remuneration of Group-D Personnel is Rs.10,100/- (Rupees Ten Thousand One Hundred) only per month per person as per Finance Department letter No.30722/F dated 06.11.2021.

**Date**

**Signature of authorized person with seal**

**Place**

**Full Name**

**Telephone No/Mobile No.**

**e-mail ID**

**Notes:**

1. The total rates quoted by the Service Provider should be inclusive of all statutory/ tax liabilities in force at the time of entering into contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each manpower.
3. The bids with **NIL**, or very low service charge shall be treated as "Non responsive Bid".

TERMS & CONDITIONS

GENERAL

1. The Agreement shall be valid for one year 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 after completion of one year unless extended further by the mutual consent of the Manpower Service Provider and Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions/ deletions/ modifications, for a further specific period mutually agreed upon by the Man Power Service Provider and Authority. However, **under no circumstances the manpower/ personnel engaged shall be allowed to continue for more than two years, so as to avoid future litigation relating to regularization.**
4. The Man power Service Provider shall not be allowed to transfer, assign, pledge or sub contract its rights and liabilities under this agreement to any other agency or organizations by whatever name be called without the prior written consent of the Authority.
5. Collector & District Magistrate, Jagatsinghpur at present, has tentative requirement of 39 (Thirty Nine) nos. of Group-D personnel (Peon-21 Nos., Process Server-7 nos., Chainman-3 nos., Watchman-6 nos., Room Attendant-1 no. and Kitchen Helper-1 no.) on urgent basis for day to day official work at Office of the Collector & District Magistrate, Jagatsinghpur.
6. The Manpower Service Provider will be bound by the details furnished by into the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished 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 and forfeiture of performance Security (Bid security). Action as deemed proper shall be initiated against the Service Provider Agency.
7. The Authority reserves the right to terminate the agreement at any time during the period of contract after giving 15 days notice to the Man power Service Provider.
8. The persons deployed in the office will be called on holidays to attend duty if required in case of urgency. They are entitled for special leave as per FDOM No.30794 dated 06.11.2021.
9. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the office of the Collector & District Magistrate, Jagatsinghpur so that optimal services of the persons deployed could be availed without any disruption.

10. The entire financial liability in respect of man power services deployed in Office of the Collector & District Magistrate, Jagatsinghpur shall be that of the Man power Service Provider and Office of Collector & District Magistrate, Jagatsinghpur will no way be liable. It will be the responsibility of the Man power Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and produce such evidence as may be required by the Collector & District Magistrate, Jagatsinghpur.
11. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of man power so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against Collector & District Magistrate, Jagatsinghpur.
12. The Man power Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. Collector & District Magistrate, Jagatsinghpur shall, in no way, be responsible for settlement of such issues whatsoever.
13. The Collector & District Magistrate, Jagatsinghpur 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 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. Undertaking from the person deployed to this effect shall be required to be submitted by the Man Power Service Provider at the time of commencement of such deployment.
17. The Manpower Service Provider must be registered with the concerned Govt. Authorities i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of 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 own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Man power Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
19. The persons deployed by the Man power Service Provider should have good

verification of the antecedents of the deployed personnel can be made at the discretion of the Collector & District Magistrate, Jagatsinghpur.

20. 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.

### **LEGAL**

1. The persons deployed shall not commit any mischief in any form with the case records, documents, registers and files. In view of this, they shall be required to maintain 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.
2. The Manpower Service Provider shall be responsible for compliance of all statutory provisions to minimum wages payable to different types of worker in respect of the persons deployed by it in the Office of Collector & District Magistrate, Jagatsinghpur. The Collector & District Magistrate, Jagatsinghpur shall have no liability in this regard.
3. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc., on account of service rendered by it to the concerned tax collection authorities, from time to time, as per the Rules and Regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Office of Collector & District Magistrate, Jagatsinghpur as and when required.
4. The Manpower Service Provider shall maintain all statutory registers under the law and shall produce the same, on demand, to the Collector & District Magistrate, Jagatsinghpur or any other authority under law.
5. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/ Rules, GST Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided to the Office of Collector & District Magistrate, Jagatsinghpur.
6. In case the Manpower Service Provider fails to comply with any liability under appropriate law and as a result thereof, the Collector & District Magistrate, Jagatsinghpur is put to any loss / obligation, monetary or otherwise, the Collector & District Magistrate, Jagatsinghpur will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security (Bid Security) Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
7. 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 Collector & District Magistrate, Jagatsinghpur will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Office of Collector & District Magistrate, Jagatsinghpur by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit (Bid Security).

## FINANCIAL DOCUMENT

1. The Technical Bid should be accompanied with Bid Security in shape of Bank Guarantee / Term Deposit Receipt (TDR)) (Rs.1,00,000/-), Non- refundable Tender Paper Cost in shape of Bank Draft (Rs.6000/-) as per Tender Call Notice, failing which the tender shall be rejected out- rightly.
2. In case, the contract is further extended beyond the initial period, the performance security (Bid Security) will have to be accordingly renewed by the successful bidder.
3. In case of breach of any terms and conditions attached to the agreement, the performance security (Bid Security) deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the agreement.
4. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the authorized Officer of Collectorate, Jagatsinghpur in respect of the persons deployed and submit the same to the prescribed authority within the 3rd day of the succeeding month. As far as possible the payment will be released within the 1st week of succeeding month, subject to availability of funds.
5. 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 monthly bill. 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 Collector & District Magistrate, Jagatsinghpur.
6. The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
7. The successful bidder will enter into an agreement with the Collector & District Magistrate, Jagatsinghpur for supply of suitable and qualified manpower as per requirement of the Office of Collector & District Magistrate, Jagatsinghpur on the above terms and conditions before providing services.

## ANNEXURE-V

### DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Bidder's Covering Letter.
2. Application- Technical Bid.
3. Self attested Copy of Registration of Agency.
4. Self attested copy of the statement of Bank Account of the Agency for the last 6 (Six) months.
5. Self attested copy of Aadhar /PAN / GIR Card.
6. Self attested copy of the latest IT return filed by agency for last 3 (three) years.
7. Self attested copy of Service Tax registration certificate
8. Self attested copy of the E.P.F. registration letter/certificate
9. Self attested copy of the E.S.I registration letter / certificate
10. Self attested copy of documents in support of the financial turnover of the agency
11. Self attested copy of documents in support of entries in column 10-13 of Technical Bid application
12. Self attested copy of the terms and conditions at pages in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
13. Authorization Certificate of Agency
14. Copy of the document showing at least three years' experience in providing manpower **particularly Group-D personnel.**
15. Self declaration that the agency is having no criminal antecedent / no previous unsatisfactory service report/ previously not black listed by any organization.
16. Letter of Authorization for attending Bid Opening.
17. Cost of Tender Paper non-refundable in shape of Bank Draft of Rs.6,000/- (Rupees Six Thousand) only and Bid Security in shape of Bank Guarantee/ Term Deposit Receipt (TDR) of Rs.1,00,000/- (Rupees One Lakh) only as per Tender Call Notice.

**ANNEXURE - VI**

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

1. List of Man power shortlisted by agency for deployment in the Office of Collector & District Magistrate, Jagatsinghpur containing full details i.e. date of birth, marital status, address, educational certificate, criminal antecedent declaration duly verified and certified etc.
2. Bio-data of all persons with Passport size Photograph.
3. Any other document considered relevant.

**ANNEXURE-VII**

**BIDDER'S COVERING LETTER**

**To**

**The Collector & District Magistrate,  
Jagatsinghpur.**

**Ref:** Tender Notice No \_\_\_\_\_/Estt dt. \_\_\_\_\_

**Sir,**

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents.

We agree to abide by this bid for a period of 90 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal agreement is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement. Tender Paper cost of Rs.6000/- (Rupees Six thousand) only has been submitted in form of D.D. No \_\_\_\_\_ dated \_\_\_\_\_ in favour of Collector & District Magistrate, Jagatsinghpur Drawn payable at Jagatsinghpur.

Dated:-

Signature of Authorized Signatory.....

In capacity of the .....

ANNEXURE - VIIILETTER OF AUTHORISATION FOR ATTENDING BID OPENING**To****The Collector & District Magistrate,  
Jagatsinghpur****Sub:** Authorization for attending bid opening on 01.09.2023 in the Tender for Manpower Services for 39 nos. of Group – D personnel (on outsourcing basis).**Ref:** Tender Notice No. \_\_\_\_\_/Estt. , dated.. \_\_\_\_\_**Sir,**

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder) in order of preference given below.

Order of Preference

Name

Specimen Signature 1.

2.

OR

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

Seal

**Note:**

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened, may be refused in case authorization as prescribed above is not produced