

# DISTRICT PROJECT OFFICE, SSA, BALASORE

No: 4562 Date: 15.12.2011

## TENDER NOTICE FOR AWARD OF CONTRACT FOR PROVIDING OF SERVICES OF DATA ENTRY OPERATORS AND PROGRAMMER-CUM-ACCOUNTANT


Sealed tenders are invited from reputed and Registered Manpower Agencies / Service providers to provide the services of 24 numbers of Data Entry Operators (DEOs) for Block Resource Centres (BRCs) under DPO, SSA, Balasore and one Data Entry Operator and Programmer-Cum-Accountant for District Project Office, SSA, Balasore respectively for a period of one year through a suitable placement agency on contract basis for day to day official work.

The detailed information for outsourcing the service of aforesaid post has been given in the Tender Document, which may be downloaded from the website [www.baleswar.nic.in](http://www.baleswar.nic.in) and [www.opepa.in](http://www.opepa.in) or obtained in person from the MIS Section of this office on payment of ₹500/- (Rupees Five hundred) only towards Tender document cost on any of working day during office hour.

The last date and time for submission to tender document superscribing "TENDER FOR PROVIDING OF SERVICES OF DATA ENTRY OPERATORS/ PROGRAMMER-CUM-ACCOUNTANT" is 26.12.2011. by 1.00 P.M by Speed Post or Registered post to the District Project Coordinator, SSA, Balasore, At- Public High School Campus, PO/Dist:-Balasore, Pin-756001

The Tender will be opened on 27.12.2011 at 11.00 A.M in the office chamber of the District Project Coordinator, SSA, Balasore.

The undersigned reserves the right to accept or cancel any or all tenders without assigning any reason(s) thereof.

  
15/12/11  
Collector-cum-Chairman,  
SSA, Balasore

**DISTRICT PROJECT OFFICE  
SARVA SIKSHYA ABHIYAN, BALASORE**

**TENDER DOCUMENT**

**For providing Services of Data Entry Operators  
to 24 BRC of Balasore district and one Data Entry Operator and one Programmer –cum-  
Accountant for DPO, SSA & (MDM Programme)  
by a Private Manpower Service Provider**

- (a) Period for issue of Tender Document : 16/12/2011 to 25/12/2011
- (b) Date and time for submission of Tender Document : By 26/12/2011 up to 5.00 P.M.
- (c) Date and time and venue for opening of  
(i) Technical Bids : 27/12/2011 at 11.00 PM  
(ii) Financial Bids of eligible Bidders : 27/12/2011 at 12.00 PM  
Venue: DPO Conference Hall, SSA, Balasore
- (d) Likely date for commencement of deployment of required manpower : 01.02.2012 (FN)

**CONTENTS OF TENDER DOCUMENTS**

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## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The District Project Office, SSA, Balasore requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of 24 Data Entry Operator 12 for BRC and 12 nos. for MDM programme @1 per each block and one Data Entry Operator and one Programmer –cum Accountant for DPO, SSA MDM Programme on contract basis for day-to-day official work.
2. The contract for providing the aforesaid manpower is likely to commence from 01/02/2012 and would continue till 31/01/2013. The period of the contract may be further extended beyond 31/01/2013 provided the requirement of the Block Resource Centre (BRC) for manpower persists at that time or may be curtailed/ terminated before 31/01/2013 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Block Resource Centre (BRC) requirements. The District Project Co-ordinator, SSA, Balasore, however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. This Block Resource Centre (BRC) has tentative requirement 24 Data Entry Operator for BRC and one Data Entry Operator and one Programmer –cum Accountant for DPO, SSA (MDM Programme). The total requirement is 26 nos, which may increase/decrease.
4. The estimated cost of the contract is Rs.16,71,600/- (Rupees Sixteen Lakhs Seventy one Thousand Six Hundred only)
5. The interested Manpower Service Providers may submit the tender document complete in all respects and other requisite documents by 26.12.11 upto 5.00PM at District Project Office, SSA, Balasore.

The various crucial dates relating to **“For providing Services of 24 Data Entry Operator for BRC and one Data Entry Operator and one Programmer –cum Accountant for DPO, SSA”** are indicated here under:

- |     |   |                                 |
|-----|---|---------------------------------|
| (a) | Period for issue of Tender Document                             | : 16/12/2011 to 25/12/2011      |
| (b) | Date and time for submission of Tender Document                 | : By 26/12/2011 up to 5.00 P.M. |
| (c) | Date and time and venue for opening of                          |                                 |
|     | (i) Technical Bids  | : 27/12/2011 at 11.00 PM        |
|     | (ii) Financial Bids of eligible Bidders                         | : 27/12/2011 at 12.00 PM        |
|     | Venue: DPO Conference Hall, SSA, Balasore                       |                                 |
| (e) | Likely date for commencement of deployment of required manpower | : 01.02.2012 (FN)               |
| (f) | Likely date for commencement of deployment of required manpower | : 01.02.2012 (FN)               |

- 6 The tenders are invited under **two bid system** i.e. **Technical Bid and Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes superscribing **“Technical Bid for providing Services of 24 Data Entry Operator for BRC and one Data Entry Operator and one Programmer –cum Accountant for DPO, SSA ”** and **“Financial Bid for Providing Manpower Services to For providing Services of 24 Data Entry Operator for BRC and one Data Entry Operator and one Programmer – cum Accountant for DPO, SSA”**. Both sealed envelopes should be kept in a third sealed envelope super scribing **“Tender for providing Services of 24 Data Entry Operator for BRC and one Data Entry Operator and one Programmer –cum Accountant for DPO, SSA.**
- 7 The Earnest Money Deposit (EMD) of Rs. 8000/- (Rupees Eight thousand) only, refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft / Pay Order drawn in favour of the District Project Co-ordinator, SSA, Balasore , **failing which the tender shall be rejected summarily.**
- 8 The successful tenderer will have to deposit a **Security Deposit / Performance Security Deposit of Rs.80000/-** (Rupees Eighty Thousands) only in form of **Bank Guarantee** from any nationalized Bank drawn in favour of **District Project Co-ordinator , SSA, Balasore** 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 attested by Group “A” Gazetted Officers of the State Governments/Central Government), along with the Technical Bid, **failing which their bids Shall be summarily/out rightly rejected and will not be considered any further:**
  - (a) Registration certificate 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;
  - (f) Certified extracts of the Bank Account containing transactions during last three years.
10. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
11. 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.
- 12 The Technical bids shall be opened on the scheduled time, date and at the venue i.e **11.00 PM on 27/12/2011, in the DPO Conference Hall of the SSA, Balasore** in the

presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.

- 13 The Financial Bid of only those tenderers will be opened whose Technical bids are found in order. The Financial bids shall be opened at 12.00 PM on 27/12/2011 in the DPO Conference Hall of SSA, Balasore in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
- 14 The District Project Co-ordinator, SSA, Balasore reserves the right to annul all bids without assigning any reason thereof.

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

1. The tendering manpower service provider should fulfill the following technical specifications
  - (a) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of Balasore.
  - (b) They should be registered with the appropriate registration authority;
  - (c) They should have at least **two/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) They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.
  - (h) Minimum turn-over requirement. (15 lakhs p.a.)
  - (i) Execution of contracts of similar type (at least five) during preceding 3 years of value equal or more than 60% of the estimated cost of the present contract.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED  
BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE BLOCK RESOURCE CENTRE  
AND DISTRICT PROJECT OFFICE, SSA, BALASORE DISTRICT.**

1. She/he should be above 21 years of age and not exceeding 42 years. As on 01/12/2011.
2. The Minimum Educational Qualification for, Data Entry Operators will be graduation in any discipline with DCA/PGDCA.
- 3 The Data Entry Operator 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.
4. The Candidate shall have working knowledge of English and Oriya.

**APPLICATION - TECHNICAL BID**  
**For Providing Manpower Services to Block Resource Centres (BRCs) of**  
**Balasore District.**

1. Name of Tendering Manpower Service Provider: \_\_\_\_\_

2. Details of Earnest Money Deposit : DD No. \_\_\_\_\_ date \_\_\_\_\_

Of Rs.8000/- drawn on Bank \_\_\_\_\_

3. Name of Proprietor /Partner/

Director:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Full Address of Registered: \_\_\_\_\_

Office

\_\_\_\_\_

\_\_\_\_\_

Telephone No. : \_\_\_\_\_ FAX No. : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

5. Full address of Operating

/ Branch Office

: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. : \_\_\_\_\_ FAX No. : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

6. Name & telephone no. of : \_\_\_\_\_

Authorized officer/person

to liaise with Field Office(s)

7. Banker of the Manpower Service Provider: \_\_\_\_\_

(Attach certified copy of statement of

A/c for the last Three years) \_\_\_\_\_

\_\_\_\_\_

Telephone Number : \_\_\_\_\_

Of Banker

8. PAN / GIR No. : \_\_\_\_\_

(Attach attested copy)

9. Service Tax Registration No. : \_\_\_\_\_

(Attach attested copy)

10. E.P.F. Registration No. : \_\_\_\_\_

(Attach attested copy)

11. E.S.I. Registration No. : \_\_\_\_\_

Attach attested copy)

12. Financial turnover of the tendering **Manpower Service Provider** for the last 3 Financial Years.

**Financial Year Amount (Rs. Lacs) Remarks, if any**

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2008-2009		
2009-2010		
2010-2011		

13. Additional information, if any:

(Attach separate sheet if space provided is insufficient)

14. 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) :

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

15. Additional information, if any

(Attach separate sheet, if required)

Signature of authorized person

Name:

Seal :

Date:

Place:

## DECLARATION

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

Signature of authorized person

Date:  
Place :

Full Name:  
Seal :

**APPLICATION – FINANCIAL BID**

**For Providing Manpower Assistance to Block Resource Centre (BRC), Balasore District**

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

Sl. No.	Manpower Type	Monthly Rate per DEO / Per Block						
		*Take home remuneration	EPF	ESI	Other statutory dues if any	Service charge	Service tax	Total per person
1	Data Entry Operator							

Signature of authorized person  
Full Name:  
Seal:

Date:

Place:

**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.

## TERMS & CONDITIONS

### GENERAL

1. The Agreement shall commence from 01/02/2012 and shall continue till - 31/01/2013- 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 31.01.2013 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 Block Resource Centre (BRC), at present, has tentative requirement of 02 Data Entry Operator at each Block on urgent basis (one for SSA work and other one for MDM Programme and 01 Data Entry Operator and one Programmer-cum-Accountant for DPMU. The requirement of the Block Resource Centre (BRC) and DPMU may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower services, if required, on the same terms and conditions.
6. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
8. The persons deployed shall be required to report for work at 10.00 a.m in BRC and may also 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.
9. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the District Project Co-ordinator (DPC, SSA, Balasore) so that optimal services of the persons deployed could be availed without any disruption.

10. The entire financial liability in respect of manpower services deployed in the Block Resource Centre (BRC) or Office concerned shall be that of the Manpower Service Provider and the Block Resource Centre (BRC) 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 Block Resource Centre (BRC) or Office concerned.

11. 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 Block Resource Centre (BRC) or Office concerned.

12. The payment of remuneration to the manpower has to be through bank account only. No cash payment shall be made to the firm.

13. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Block Resource Centre (BRC)/ District Project Coordinator, SSA, Balasore (DPC) 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 Block Resource Centre (BRC) or Office concerned and an Authorized representative of the Manpower Service Provider.

14. The Block Resource Centre (BRC)/ District Project Coordinator (DPC) 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. \*

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 Block Resource Centre (BRC) or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

## **LEGAL**

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 Block Resource Centre (BRC) /DPC,SSA, Balasore or office concerned. The Block Resource Centre (BRC) /DPC,SSA, Balasore or office concerned shall have no liability in this regard.

24. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Block Resource Centre (BRC) 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 Block Resource Centre (BRC) / DPC, SSA, Balasore 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 Block Resource

Centre (BRC) /DPC, SSA, Balasore 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.

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

27. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Block Resource Centre (BRC) /DPC,SSA, Balasore or the office concerned is put to any loss / obligation, monetary or otherwise, the Block Resource Centre (BRC) /DPC,SSA, Balasore 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 Block Resource Centre (BRC) /DPC,SSA, Balasore 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 Block Resource Centre (BRC) or Office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

### **FINANCIAL**

29. The Technical Bid Should accompanied with an earnest money deposit (EMD), refundable without interest, of Rs.8000/- (Rupees Eight Thousand) only (0.5% of the contract value) in shape of D.D./P.O. drawn in favour of District Project Office, SSA, Balasore . Failing which the tender shall be rejected out rightly.

30. The earnest money deposit in respect of the agencies, which do not qualify the Technical Bid (1<sup>st</sup> phase) / Financial Bid (2<sup>nd</sup> Competitive stage) shall be returned to them without any interest. In case of successful tenderers if the agency fails to deploy the required man power against the initial requirement within 30 days from the date of placing of order the EMD shall stands forfeited without giving any further notice.

31. The successful tenderer will have to deposit a **Security Deposit / Performance Security Deposit of Rs.80000/-** (Rupees Eighty Thousands) only in form of **Bank Guarantee** from any nationalized Bank drawn in favour of **District Project Office, SSA, Balasore** 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.

32. In case of breach of any terms and conditions attached to this agreement, the Security Deposit / Performance Security Deposit of Rs.80000/- (Rupees Eighty Thousands) only of the manpower service provided shall be liable to be forfeited besides annulment of the Agreement.

33. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Block Resource Centre (BRC) /DPC, SSA, Balasore or Office concerned in respect of the persons deployed and submits 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.

34. 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 of the 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 Block Resource Centre (BRC) /DPC, SSA, Balasore or office concerned.

35. 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.

36. 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.

37. 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.

38. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, which has executed the agreement, is located.

39. The successful bidder will enter into an agreement with this Block Resource Centre (BRC) / DPC, SSA, Balasore for supply of suitable and qualified manpower as per requirement of this Block Resource Centre (BRC) on the above terms and conditions.

## DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application – Technical Bid;
2. Attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last three years;
4. Attested copy of PAN / GIR Card;
5. Attested copy of the latest IT return filed by agency;
6. Attested copy of Service Tax registration certificate;
7. Attested copy of the P.F. registration letter / certificate;
8. 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 13 of Technical Bid application;
11. 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.
12. EMD of Rs. 8000/- in shape of DD/PO.
13. Cost of Tender Paper for Rs.500/- in shape of D.D in favour of DPC, SSA, Balasore payable at Balasore must be attached drawn on before 25.12.2011 in case of the Tenders who downloaded from the website.

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

1. List of Manpower short listed by agency for deployment in Block Resource Centre (BRC), Balasore District containing full details i.e. date of birth, marital status, address, educational qualification etc.
2. Bio-data of all persons.
3. Any other document considered relevant.

**AGREEMENT**

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ Between the District Project Co-ordinator, SSA, Balasore / Block Resource Centre (BRC), Balasore , here-in- after referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors or assignees of the one part;

**And**

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

Whereas, the "Authority" desires that the services of " \_\_\_\_\_ " are required in \_\_\_\_\_ Department/Office;

And whereas the "Manpower Service Provider" has offered its willingness to the same in conformity with the Provisions of the agreement;

And whereas the "Authority" has finalized the rate as per the terms and conditions of the agreement to the "Manpower Service Provider".

**Now this agreement witnesses as below:-**

1. That the Annexure containing the Terms and Conditions shall be deemed to form and to be read and construed as part of this agreement.

2. That in consideration of the payment to be made by the "Authority" to the "Manpower Service Provider", the "Manpower Service Provider" hereby agrees with the "Authority" to provide personnel to be engaged as "\_\_\_\_\_" in the \_\_\_\_\_ (name of the Department/Office) 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 WHERE OF** the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

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

**Signature of the Authority  
An officer acting in the premises  
for and on behalf of the  
District Project Co-ordinator, SSA, Balasore  
/  
Block Resource Centre (BRC), Balasore**

**In the presence of witness:-**

**Witness**

**Witness**

1. Name:.....

1. Name:.....

Address:.....

Address:.....

2. Name:.....

2. Name:.....

Address:.....

Address:.....

**TERMS & CONDITIONS OF THE AGREEMENT**

1. The Agreement shall commence from \_\_\_\_\_ and shall continue till \_\_\_\_\_ 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 \_\_\_\_\_ 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 during Block Resource Centre (BRC) hours, may also 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 Block Resource Centre (BRC) 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 Block Resource Centre (BRC) /DPC, SSA, Balasore or Office concerned shall be that of the Manpower Service Provider and the Block Resource Centre (BRC) /DPC,SSA, Balasore 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 Block Resource Centre (BRC) /DPC,SSA, Balasore 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 Block Resource Centre (BRC) /DPC, SSA, Balasore or Office concerned.

13. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Block Resource Centre (BRC) /DPC,SSA, Balasore 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 Block Resource Centre (BRC) /DPC, SSA, Balasore or Office concerned and an Authorized representative of the Manpower Service Provider.

14. The Block Resource Centre (BRC) /DPC, SSA, Balasore 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 Block Resource Centre (BRC) /DPC, SSA, Balasore 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.

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 Block Resource Centre (BRC) /DPC,SSA, Balasore 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 Block Resource Centre (BRC) /DPC, SSA, Balasore 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 Block Resource Centre (BRC) /DPC,SSA, Balasore or the office concerned is put to any loss / obligation, monetary or otherwise, the Block Resource Centre (BRC) /DPC,SSA, Balasore 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 Block Resource Centre (BRC) /DPC, SSA, Balasore 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 Block Resource Centre (BRC) /DPC, SSA, Balasore 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 Block Resource Centre (BRC) /DPC, SSA, Balasore 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.