

**OFFICE OF THE CHIEF ADMINISTRATOR,  
SPECIAL AREA DEVELOPMENT PROJECT, KBK, KORAPUT.**  
(Tel. No. 06852-252539/252399, E-mail ID- cakbk@nic.in)

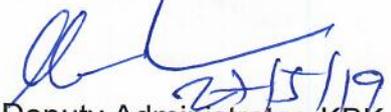
No. 78 /II-58/2019-KBK

Date: 27.05.2019.

**TENDER NOTICE FOR AWARD OF CONTRACT  
FOR PROVIDING SERVICES OF DATA ENTRY OPERATORS & PEON**

The Chief Administrator, Special Area Development Project, KBK, Koraput invites Sealed Tenders from intending reputed / suitable Service Providers to provide services of 02 (two) Data Entry Operators (D.E.Os.) to be engaged in his office Koraput and 01 (one) Peon for the camp office at Bhubaneswar for a period of 01 (one) year likely to commence on **01.07.2019**, on contract basis for relevant day to day official works.

The detailed information for outsourcing the services of aforesaid posts has been given in the Tender Document which may be downloaded from the Website [www.koraput.nic.in](http://www.koraput.nic.in) . The last date and time for receipt of Tender (**through Regd. Post / Speed Post only**) is **10.6.2019, 5.00 PM**. Tenders received beyond the stipulated date/time shall not be taken into consideration. The tenders shall be opened on **11.6.2019 at 11.00 A.M.** by the Committee constituted for the purpose in presence of the tenderers or their authorized representatives, if any.

  
Deputy Administrator, KBK,  
Koraput.

**OFFICE OF THE CHIEF ADMINISTRATOR,  
SPECIAL AREA DEVELOPMENT PROJECT, KBK, KORAPUT.**

**TENDER DOCUMENT**

For providing services of Data Entry Operators & Peon by a  
Private Manpower Service Provider.

**IMPORTANT DATES**

- (a) Date of advertisement of Tender Document in the Website: 28.05.2019  
(up to 10.6.19)
- (b) (b) Date and time for receipt of Tender Document: 28.05.2019 to 10.6.19( 05 P.M.)
- (c) Date and time for opening of
- i. Technical Bids : 11.6.2019 at 11.00 am
- ii. Financial Bids of eligible Bidders : 11.6.2019 at 12.00 noon
- (d) Likely date for commencement of deployment  
of required manpower : 01[.07.2019

  
27/5/19

**CONTENTS OF TENDER DOCUMENT**

<b>Sl. No.</b>	<b>Description of Contents</b>	<b>Page Number</b>
01.	Scope of work and general instructions for Bidders	4-5
02.	Technical requirements for the tendering Manpower service provider	6
03.	Technical requirements for manpower to be deployed by the successful manpower service provider.	6
04.	Tender Application - Technical Bid & Declaration	7-9
05.	Tender Application - Financial Bid	10
06.	Terms and Conditions	11-15
07.	Documents to be provided with the technical bid	15
08.	Documents to be submitted by the successful agency before deployment of manpower	15

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27/5/19

### SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The office of the Chief Administrator, Special Area Development Project, KBK, Koraput requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of two Data Entry Operators (to be engaged in the KBK office at Koraput) and one Peon (for its camp office at Bhubaneswar) on contract basis for day to day official works.
2. The contract for providing the aforesaid manpower is likely to commence from **01.07.2019** and would continue till **30.06.2020**. The period of the contract may be further extended beyond **30.06.2020** provided the requirement of the respective offices for manpower persists at that time or may be curtailed/ terminated before **30.06.2020** owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the requirements. The Chief Administrator, SAD Project, KBK, Koraput, however, reserves the right to terminate this initial contract at any time after giving 15 days' notice to the selected Service Provider without assigning any reason thereof.
3. The estimated cost of the contract is Rs. **3,70,000/- (Rupees three lakh seventy thousand)** only.
4. The interested Manpower Service Providers should submit the tender application/ documents complete in all respects along with non-refundable tender document cost of Rs. **500/- (Rupees five hundred)** only and Earnest Money Deposit (refundable without interest) of Rs. **3,000/- (Rupees three thousand)** only in shape of two separate A/c Payee Bank Drafts drawn in favour of Deputy Administrator, KBK, Koraput payable at SBI, Koraput so as to reach him by **Regd. Post / Speed Post only** upto 5.00 PM of 10.6.2019. No tender application/documents will be allowed to be submitted in person / by hand.
5. The tender is 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**" and "**Financial Bid**". Both the sealed envelopes should be kept in a third sealed envelope superscribing "**Tender for Providing Manpower Services to the office of the Chief Administrator, SAD Project, KBK, Koraput**".
6. The above two Bank Drafts towards Tender Document cost and EMD should accompany the Technical Bid failing which the tender shall be summarily rejected.
7. The successful tenderer will have to deposit a Performance Security amount equivalent to one month's remuneration of the DEOs and Peon including statutory dues in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but pledged to the Deputy Administrator, KBK, Koraput covering the period of contract. In case the contract is further extended beyond the initial period, the FDR 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 duly attested by Group "A" Officers of Government to the Technical Bid, failing which their bids shall be summarily / outrightly rejected:

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- a. Registration certificate of the applicant organization.
  - b. Copy of PAN / GIR card.
  - c. Copies of the IT returns 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.
9. No conditional bids shall be considered and such bids will be outrightly rejected.
  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, 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 11.6.2019 at 11.00 AM. in the office of Chief Administrator, Special Area Development Project, KBK, Koraput in presence of the authorized representatives of the Manpower Service Providers, if any.
  12. The Financial Bid of only those tenderers will be opened whose Technical Bids will be found to be in order. The Financial Bids shall be opened at 12 noon on 11.6.2019 in the same place in presence of the authorized representatives of the Manpower Service Providers, if any.
  13. The Chief Administrator, SAD Project, KBK, Koraput reserves the right to annul all bids without assigning any reason thereof.

  
22/5/19

## TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

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 the Koraput District.
- b. They should be registered with the appropriate Registration Authorities.
- c. They should have at least **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 other regulatory clearances from the competent authorities that are required for providing manpower services.
- h. They must have executed contracts of similar type during preceding three (3) years of value equal to or more than the estimated cost of the present contract.

## TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER.

1. The candidates for both the posts should be above 18 (eighteen) years of age and not exceeding 40 (forty) years. 05 (five) years relaxation will be given to SC/ST/Women/PWD candidates.
2. The Minimum Educational Qualification for Data Entry Operators will be Graduation in any discipline from a recognized university and the candidate shall possess Post Graduate Diploma in Computer Application from a recognized institution.
3. The Data Entry Operators should have a good speed of typing of 800 characters per ten minutes in English and should be well conversant with computers and essentially well trained in MS Office, Internet and LAN function.
4. The Minimum Educational Qualification for Peon will be VIII pass.
5. The candidate for Peon should be a male person.

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**TENDER APPLICATION : TECHNICAL BID & DECLARATION**  
**for**  
**providing Manpower Services to the O/o Chief Administrator,**  
**Special Area Development Project, KBK, Koraput.**

1. Name of Tendering Manpower Service Provider :
2. Details of Tender Document cost : 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 Office: .....

Telephone No. ....  
FAX No. ....  
E-mail address:.....

6. Full address of Operating/ : .....  
Branch Office : .....  
.....  
Telephone No. ....  
FAX No. ....  
E-mail address:.....
7. Name & Telephone no. of: : .....  
Authorized officer/person  
to liaise with Field Office (s)
8. Banker of the Manpower Service Provider : .....  
(Attach certified copy of statement of  
A/C for the last Three years) .....  
Telephone Number of Banker: .....
9. PAN/ GIR No. : .....  
(Attach attested copy)
10. Service Tax Registration No.: .....  
(Attach attested copy)

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23/5/19

11. EPF Registration No. : .....  
(Attach attested copy)
12. E S I, Registration No :  
(Attach attested copy) : .....
13. Financial turnover of the tendering **Manpower Service Provider** for the last three (3) Financial Years.

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2016-17		
2017-18		
2018-19		

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 the Client, address, telephone & fax nos.	Manpower services provided		Amount of contract (Rs in 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 :

  
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## DECLARATION

1. I, Shri /Smt.. . . . . ,Son/  
Daughter/ Wife of Shri/Smt. ...., Proprietor /  
Director/ authorized signatory of the Service Provider mentioned above, am  
competent to sign this declaration and execute this tender documents.
2. I have carefully read and understood all the terms and conditions of the tender  
and I do 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 am 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

Full name :

Seal :

Date :

Place :



**TENDER APPLICATION: FINANCIAL BID**  
for providing Manpower Assistance to the O/o Chief Administrator,  
Special Area Development Project, KBK, Koraput.

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					Total amount
		Rate of monthly remuneration	EPF	ESI	Service Tax	Service Charge	
01	Data Entry Operator	8880/-					
02	Peon	8070/-					

\*Minimum take home remuneration per person will be as admissible as per prevailing provision(s) of Govt. as on the day of deployment.

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.

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## TERMS & CONDITIONS

### GENERAL

1. The Agreement shall commence from dt. **01.07.2019** and shall continue till dt. **30.06.2020** 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 dt. **30.06.2020** 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 organization by whatever name be called without the prior written consent of the Authority.
5. The O/o Chief Administrator, SAD Project, KBK at present has requirement of 02 (two) nos. of Data Entry Operators and 01 (one) Peon.
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 to the Chief Administrator, SAD Project, KBK or Dy. Administrator / OSD and would leave at 5.00 PM. 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.
9. The persons 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 Authority 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 Office concerned shall be that of the Manpower Service Provider and the 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 Office concerned.

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29/5/19

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 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 office concerned 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.
14. The office concerned where the DEOs/Peon are to be deployed 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 persons deployed shall not claim any benefit or compensation or regularization of deployment with office under the provision of Rules and Acts. Undertaking from the persons 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 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 works 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 persons 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 workers in respect of the persons deployed by it in the office concerned. The 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 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 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 office concerned or any other authority under Law.
26. The Tax Deduction at Source (TDS) shall be done as per the provisions of the Income Tax Act/ Rules, as amended from time to time and a certificate to this effect shall be provided to the office concerned.
27. In case the Manpower Service Provider fails to comply with any liability under appropriate law and as a result thereof the office concerned is put to any loss / obligation, monetary or otherwise, 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 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 office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

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

  
22/5/19

## FINANCIAL

29. The Technical Bid should be accompanied with Tender Document cost of Rs. 500/- (Rupees Five Hundred) only (non-refundable) and Earnest Money Deposit (EMD) of Rs. 3,000/- (Rupees three thousand) only (refundable without interest) in the form of two separate Demand Drafts drawn in favour of the Deputy Administrator, KBK, Koraput 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 (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest on completion of the whole tender process. In case of successful tenderer the EMD shall be returned after one month of successful deployment of manpower.
31. In case of successful tenderer if the agency fails to deploy the required manpower against the initial requirement within 30 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice/reason.
32. The successful tenderer will have to deposit a security amount equivalent to one month's employees' remuneration including statutory dues in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but pledged to the Deputy Administrator, KBK, Koraput covering the period of contract. In case the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
33. In case of breach of any terms and conditions attached to this agreement, the Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
34. The Manpower Service Provider shall raise the bill, in triplicate, basing on the attendance of the deployed persons 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.
35. The claims in bills regarding Employees State Insurance, Provident Fund, Service Tax, etc. should necessarily accompany documentary proof pertaining to the concerned bill month.
36. The amount of penalty calculated @ Rs.100/- (one hundred) only 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.
37. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome problem, if any, encountered at a later stage.
38. 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 Chief Administrator, SAD Project, KBK, Koraput for his/ her decision and the same shall be binding on all parties.
39. 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.

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40. The successful bidder will enter into an agreement with the officer concerned for supply of suitable and qualified manpower as per requirement on the above terms and conditions.

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

1. Application -Technical Bid.
2. Attested copy of Registration Certificate/letter of the agency/firm.
3. Certified copy of the statement of bank account of the agency for the last three years.
4. Attested copy of PAN / GIR Card.
5. Attested copy of the latest IT return for last three years filed by agency.
6. Attested copy of Service Tax Registration Certificate.
7. Attested copy of the P.T. Registration Certificate/letter.
8. Attested copy of the E.S.I. Registration Certificate/letter.
9. Certified documents in support of the financial turnover of the agency from **2016-17 to 2018-19.**
10. Certified documents in support of any additional information (entries in column No. 15 of the Technical Bid application).
11. Copy of the terms and conditions at pages 11-15 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
12. Authorization of the manpower service provider authorizing their representative, if any, to sign relevant tender documents, etc.
13. Attested copy of the EPF Registration Certificate / letter.

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

1. List of manpower shortlisted by agency for deployment containing full details viz. date of birth, marital status, address, educational qualification, etc.
2. Bio-data of all deployed persons.
3. Undertakings of the deployed persons to the effect that they shall not claim any benefit or compensation or regularization of deployment.
4. Any other document as may be considered relevant by the Authority.

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