

**EXPRESSION OF INTEREST  
FOR SELECTION OF REGISTERED FIRMS/ SERVICE  
PROVIDER AGENCIES FOR PROVIDING HUMAN RESOURCE  
SUPPORT FOR IMPLEMENTING RURAL HOUSING SCHEMES FOR  
DPMU & BPMU UNDER DRDA, KORAPUT**

District Rural Development Agency, Koraput invites sealed tender from intending reputed and experienced Manpower Service Providing Agencies to provide services of different categories of Human resource support for DPMU (One DPC, one DPE, one CCE) & 14 BPMUs (14 no of BPCs and 14 no of BPAs for all 14 no of Blocks of Koraput district) under Rural Housing schemes for a period from 01.11.2021 to 31.03.2023, the details of the bidding process are as follows:

| # | Milestone   | Details   |
|---|---|---|
| 1 | Issue of EOI  | 03.11.2021  |
| 2 | Online download of EOI from website www.koraput.nic.in          | 03.11.2021  |
| 3 | Last Date of submission of Proposal                             | <b>12.11.2021 till 05:30 PM</b>   |
| 4 | Mode of submission  | Hard copy document, duly signed, through Speed post/<br>Registered Post/Courier only<br><b>To:</b><br>The Project Director, DRDA<br>DRDA, Koraput<br>Main Road, Koraput - 764020<br>(Near Korapurtt Municipality , Koraput) |
| 5 | Bid Opening Date, Time<br>Venue                                 | <b>16.11.2021 at 12:30 PM (Technical Bid)</b><br><b>Financial Bid – To be intimated later</b><br><b>Office chamber of PD, DRDA Koraput</b>  |
| 6 | Likely date for commencement of deployment of required Manpower | Immediately after Finalization of the HRPSA   |
| 7 | Name of the Client/ Authority                                   | The Project Director, DRDA  |

Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing “**Technical Bid**” and sealed Cover-II containing “**Financial Bid**” should be placed in third sealed cover super-scribed “**Bid for Human Resource Support for implementing Rural Housing Schemes in the district of Koraput**” must reach the undersigned on or before **12.11.2021 till 05:30 PM** by **Speed Post/ Regd. Post/ Courier** only.

The bid documents containing eligibility criteria and detail terms and conditions of the tender can be downloaded from the website <https://Koraput.nic.in>.

The Tender paper and Terms & Conditions of the Tender may be collected from the Office of the District Rural Development Agency, Koraput during office hour of any working day from **03.11.2021 TO 12.11.2021 on payment of non-refundable amount of Rs.5000/- (Rupees Five Thousands) only in shape of a/c payee Demand Draft in favour of District Rural Development Agency, Koraput Payable at Koraput.** The Tender paper may be downloaded from the District website (www.koraput.nic.in). In such case, the cost of the Tender paper should be submitted along with tender paper through Demand Draft in favour of District Rural Development Agency, Koraput Payable at Koraput. Non submission of tender paper cost will lead to rejection of the tender.

The bidders are required to execute a Bid Security Declaration in lieu of Bid Security (also known as EMD) with stipulation that if they withdraw or modify their bids during period of validity etc they will be suspended for 3 years.

The successful tenderer will have to deposit a security amount of Rs. 1.00.000/- (Rupees One Lakh) Only (one month employee salary cost including statutory dues) in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the District Rural Development Agency, Koraput, covering the period of contract.

**Complete address for submission of bid:**

**The Project Director, District Rural Development Agency (D.R.D.A.), Main Road, (Near Koraput Municipality, Koraput) Koraput - 764020**

The Authority reserves every right to reject any or all the Tender without assigning any reason thereof.

Memo No: 5043

Date: 03.11.2021

Copy to DIO, NIC, Koraput for information & requested to web hoist the Expression of Interest (EOI) in Koraput district web portal.

Copy to the Programme Officer, DRDA Koraput for information & she is requested to web hoist the Expression of Interest (EOI) in [www.drdakoraput.org](http://www.drdakoraput.org)

  
PROJECT DIRECTOR  
D.R.D.A. KORAPUT

Memo No: 5044

Date: 03.11.2021

Copy to notice board of DRDA, Koraput / All BDOs of Koraput District for wide publication & display.

  
PROJECT DIRECTOR  
D.R.D.A. KORAPUT

**INSTRUCTION TO BIDDERS**

**A. GENERAL INFORMATION**

1. District Rural Development Agency, Koraput requires services of reputed, well established and financially sound Human Resource Service Providers/ Agencies (HRSPA) to provide services of different categories **manpower** for DPMU & 14 BPMUs under Rural Housing schemes for carrying out day to day activities under jurisdiction of DRDA, Koraput. The categories are,

For DPMU:            One District Project Coordinator  
                          One District Project Executive  
                          One District Call Centre Executive

For 14 BPMUs:      14 Block Project Coordinators  
                          14 Block Project Assistants

**It may be indicated here that the aforesaid categories of manpower who are currently working in DPMU & 14 BPMUs under DRDA, Koraput through the UNDP in Rural Housing projects will be given preference during selection as per Govt. letter no. 16965 Dt. 01.10.2021**

2. The period of contract for providing the aforesaid manpower is likely to commence from **01.11.2021 and will continue till 31.03.2023**. DRDA, Koraput, however, reserves right to terminate this initial contract at any time after giving **one month's** notice to the selected Service Provider Agency.
3. The agency shall be responsible for payment of **fixed** remuneration to the Human Resource every month in time as per Government policy and guidelines/ wage policy. The remuneration of different Human Resources are as below:

| Sl. No | Manpower Type                  | Take home remuneration | EPF                   |                       | ESI                   |                       | Total    |
|--------|--------------------------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------|
|        |                                |                        | Employee contribution | Employer Contribution | Employee contribution | Employer Contribution |          |
| 1      | District Project Coordinator   | 24253.12               | 1800.00               | 1950.00               | 196.88                | 853.13                | 29053.13 |
| 2      | District Project Assistant     | 9161.25                | 1260.00               | 1365.00               | 78.75                 | 341.25                | 12206.25 |
| 3      | District Call Centre Executive | 8725.00                | 1200.00               | 1300.00               | 75.00                 | 325.00                | 11625.00 |
| 4      | Block Project Coordinator      | 19042.50               | 1800.00               | 1950.00               | 157.50                | 682.50                | 23632.5  |
| 5      | Block Project Assistant        | 9161.25                | 1260.00               | 1365.00               | 78.75                 | 341.25                | 12206.25 |

4. DRDA will release one month remuneration to agency in advance which agency should pay to the Human Resource on the last day of the month. The agency will deposit the EPF and ESI of Human Resource in time and submit proof of the same along with payment of remuneration to HR to DRDA by 10<sup>th</sup> of each month. In case of any delay, agency will submit reason for it to the satisfaction of DRDA.
5. The requisition will be given to the agency by DRDA, Koraput as per need/ requirement from time to time during the contract period. DRDA will share the list of employees, who were working under UNDP to the selected agency. Whenever any vacancy will arise due to resignation/termination/death of Human Resources, upon receipt of requisition the agency will give a list of manpower at least 3 times of the requirement. The list should be accompanied with detailed information of manpower within stipulated period specified in the requisition. The suitable manpower will be engaged by DRDA, Koraput following due procedure.
6. In case of unsatisfactory performance of any Human Resource, DRDA, Koraput will inform the agency to withdraw the person/ persons and replace immediately following the procedure mentioned at point above. the term of the support staff may be renewed on the basis of the satisfactory performance only through the HRPSA. In case of vacancy arising due to resignation/termination/death of any DPMU/BPMU staff, it shall be the responsibility of the HRPSA to sponsor new candidates to be scrutinized by a committee headed by the PR, DRDA, Koraput.

7. The agency will be responsible to conduct a thorough antecedent verification of the manpower to be deployed and submit an undertaking, in writing, regarding the verification done. No person with criminal antecedent/ criminal & vigilance cases shall be deployed.
8. The agency shall at all times indemnify and agree and undertake to defend and hold DRDA, Koraput, harmless against all liabilities, damages, losses, expenses, claims, suits, proceedings, judgements, settlements, actions, costs of any nature whatsoever, whether directly or indirectly arising out of agreement executed between agency and DRDA, Koraput.
9. The interested bidders may visit DRDA, Koraput on any working day between 10.00 AM to 5.30 PM (Office Hours) to have thorough knowledge of the work to be performed before preparation and submission of the bid.

#### MINIMUM ELIGIBILITY CRITERIA

| Sl. No. | Eligibility Criteria  | Supporting documents to be furnished along with the Technical Bid  |
|---------|---|--|
| 1       | The Bidder should be registered under appropriate authority (any one), such as <ul style="list-style-type: none"> <li>▪ Registered under the Companies Act, 2013</li> <li>▪ Registered under the Indian Partnership Act, 1932</li> <li>▪ Registered under the Indian Trusts Act, 1882</li> <li>▪ Registered under the Societies Registration Act, 1860</li> <li>▪ Any other category like Proprietor, etc.</li> </ul> | Certificate of Registration  |
| 2       | The bidder must have at least 5 (Five) years of experience in business (upto the last date of submission of bid) for providing similar type of services to Central/ State Government/ Autonomous bodies/ societies/ corporate bodies  | Copies of the work order from the previous authorities.  |
| 3       | The Registered Office/ Branch Office of the Service Provider must be located within the jurisdiction area of Koraput District.  | Valid address proof of the office (copy of the Telephone/Electricity Bill)   |
| 4       | Must have average annual financial turnover of Rs.50.00 Lakhs during the last 3 (three) financial years i.e. 2018-19, 2019-20 and 2020-2021.  | Copies of audited income/ expenditure Statement and Balance Sheet for the concerned period. (Duly certified by CA) |

|   |  |   |
|---|--|---|
| 5 | The agency should not have been blacklisted by any Central/ State Government, or any other public sector undertaking or a corporation as on the date of this EOI | An undertaking to this effect to be furnished by the bidder as per the prescribed format (Form-T2)  |
| 6 | Must not have any pending judicial proceedings for any criminal offence against the proprietor/ Director/ Persons to be deployed by the Service Provider.        | An undertaking to this effect to be furnished by the bidder as per the prescribed format. (Form-T3)   |
| 8 | Must have registered with EPF and ESI under his Establishment.   | Latest challan deposit slip   |
| 9 | Other Statutory Documents  | Copies of: <ul style="list-style-type: none"> <li>▪ PAN &amp; GSTIN</li> <li>▪ Copies of EPF &amp; ESI Registration Certificate.</li> <li>▪ IT Return for the last 3 financial year (Duly certified by CA)</li> </ul> |

*Note: The bidders who qualify above mandatory general eligibility criteria shall be taken up for further Technical Evaluation.*

10. **Statutory Rules, Acts and Regulations:**

- I. The HRSPA shall indemnify DRDA, Koraput against all claims which may be made under the Minimum Wages Act, Provident Fund Act, ESI Act, Payment of Bonus Act, Industrial Dispute Act, Payment of Wages Act or any Statutory modifications or, any other Acts, Rules and Policies as applicable.
- II. The HRSPA **shall be** responsible for any accidents caused to the workers and damage to the equipment during the period of contract. DRDA, Koraput shall no way be responsible for any of the accidents.
- III. For any failure of implementing the statutory rules and regulations by the HRSPA, DRDA, Koraput reserves the right to recover the same from the bills and security deposit of HRSPA.
- IV. Any violation of HRSPA towards payment Remuneration, EPF/ESI Contributions, Leave salary as per Act and agreement if, brought to the notice of the authority of DRDA, Koraput, it would be referred to Labour Department for taking legal action against the concerned HRSPA and without prejudice to the right of DRDA, Koraput to terminate the contract in such cases.

**B. Submission of Bid:**

The proposal complete in all respect as specified must be accompanied with a Non-refundable Demand draft/ Banker's Cheque amounting to Rs.5,000/- (Rupees Five Thousand) only towards Bid Process Fee in favour of Project Director, DRDA, Koraput drawn in any nationalised/ private, commercial bank and payable at Koraput, failing which, the bid will be out rightly rejected. The bid should be sent through Speed Post/ Registered Post/ Courier so as to reach the Authority by 12.11.2021 till 05:30 PM .

The authority will not be responsible for any postal delay. Bids without bid processing fee and Bid Security Declaration shall be rejected. Bids submitted after due date will be summarily rejected.

The bid has been invited under two bid systems i.e. Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes super scribing

“**Technical Bid**” (Human Resource Support for implementing Rural Housing Schemes in the district of Koraput.-FOR DPMU & 14 BPMUs UNDER DRDA, KORAPUT)

and

“**Financial Bid**” ( Human Resource Support for implementing Rural Housing Schemes in the district of Koraput - FOR DPMU & 14 BPMUs UNDER DRDA, KORAPUT).

Both sealed envelopes must be kept in a third sealed envelope super-scribing

**“Bid Document- (SELECTION OF REGISTERED FIRMS/ SERVICE PROVIDER AGENCIES FOR PROVIDING Human Resource Support for implementing Rural Housing Schemes in the district of Koraput - FOR DPMU & 14 BPMUs UNDER DRDA, KORAPUT)”**

The successful tenderer will have to deposit a security amount of Rs. 1,00,000/- (Rupees One Lakh) Only (one month employee salary cost including statutory dues) in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the District Rural Development Agency, Koraput, covering the period of contract.

**C. List of Documents for submission:**

The tendering Manpower Service providers are required to enclose photocopies of the following documents (duly self attested), along with the Technical Bid, failing which their bids shall be summarily / out right rejected and will not be considered any further:

- a) Registration certificate of the applicant organization;
- b) Valid branch office or local office registration (within the jurisdiction of Koraput district)
- c) Tender paper Cost of Rs 5000/-(Non refundable)
- d) Bid Security Declaration
- e) Copy of valid TAN / PAN / GIR card;
- f) Copy of the IT return filed for last three financial years;
- g) Copies of EPF and ESI registration certificates;
- h) Copy of the GST registration certificate;
- i) Copy of latest three (either monthly or quarterly) GST returns (GSTR -3B).
- j) Certified extracts of the Bank Account containing transactions during last six months.
- k) Copy of Labour license/ Registration under Contract Labour (Regulation & Control) Act, 1970
- l) CA Certified copies of turnover for last three years
- m) Copy of the Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
- n) Copies of work orders from the previous organisations for providing services during last Five years.
- o) Undertaking regarding non-blacklisting (On stamp paper)
- p) Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)

Any deviation from the prescribed procedures /required information/ formats/ conditions shall result in out-rightly rejection of the bid.

All entries along with the pages in the bid document should be legible, filed-in clearly and signed by the authorised representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorised signatory should be attached.

**The technical Bid will be opened on 16.11.2021 at 12:30 PM. in the Office chamber of the PD, DRDA, Koraput in presence of the authorised representatives of the bidder who wish to be present on the spot at that time.**

The bid shall be valid for a period of **90 days** from the date of opening of the bids and no request for any variation in quoted rates and / withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

***However, the decision of the authority shall be final during the overall selection process.***

The quoted rates shall be as per the prescribed remuneration and shall include all statutory obligations.

The service provider shall be liable for all kinds of dues payable in respect of manpower deployed/ provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.

11. Interested Manpower Service Providers may submit tender document complete in all respects along with other requisite documents by **12.11.2021 till 05:30 PM** to the Project Director, District Rural Development Agency, Koraput, Pin- 764020 through Regd. Post/speed post/Courier only. **The Authority shall not be held responsible for any postal delay.**
12. The Authority reserves the right to reject any or all the tenders/ Bids and approve/ accept any tender/ Bid without assigning any reason thereof.

**TECHNICAL REQUIRMENTS FOR**  
**THE TENDERING MANPOWER SERVICE PROVIDER/ AGENCY**

Bidders are required to furnish the following documents along with the Technical Bid:

- a) Registration certificate of the applicant organization;
- b) Valid branch office or local office registration (within the jurisdiction of Koraput district). The registered office or one of the branch offices of the manpower service provider should be registered within the jurisdiction of the Koraput district. Only Rent/Lease agreement for local branch office will not be considered as proof for local registration and bids of those bidders, providing only rent/lease agreement, will be rejected.
- c) Tender paper Cost of Rs 5000/-(Non refundable)
- d) Bid Security Declaration
- e) Copy of valid TAN / PAN / GIR card;
- f) Copy of the IT return filed for last three financial years;
- g) Copies of EPF and ESI registration certificates;
- h) Copy of the GST registration certificate;
- i) Copy of latest three (either monthly or quarterly) GST returns (GSTR -3B).
- j) Certified extracts of the Bank Account containing transactions during last six months.
- k) Copy of Labour license/ Registration under Contract Labour (Regulation & Control) Act, 1970
- l) CA Certified copies of turnover for last three years
- m) Copy of the Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
- n) Copies of work orders from the previous organisations for providing services during last Five years.
- o) Undertaking regarding non-blacklisting (On stamp paper)
- p) Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)

**TECHNICAL BID**  
**COVERING LETTER**  
**(Bidder Letter head)**

To

**The Project Director,  
District Rural Development Agency,  
Koraput, 764020**

Sub: Tender for Outsourcing of Manpower for DPMU & 14 BPMUs under DRDA, Koraput

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for required manpower in accordance with your tender Notice No. \_\_\_\_\_, Dated \_\_\_\_\_, We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours faithfully

Authorised Signatory  
With date and Seal

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

## (FORM-T1)

|     |  |  |
|-----|--|--|
| 1.  | Name of the Bidder   |  |
| 2.  | Details of Bid Processing Fee:<br>(Demand Draft Details)   | DD No..... Date..... Amount<br>(Rs.)..... Drawn on Bank..... |
| 3.  | Name of The Director   |  |
| 4.  | Full Address of Registered Office  |  |
| 5.  | Name and Telephone number of the authorised person signing the bid                                 |  |
| 6.  | Bank Name  | Account No.<br>Bank and Branch Name:<br>IFSC Code:           |
| 7.  | PAN No.<br>(Attached self-attested copy)   |  |
| 8.  | GSTIN<br>(Attached self-attested copy)   |  |
| 9.  | E.P.F. Registration No.<br>(Attached self-attested copy)   |  |
| 10. | E.S.I. Registration No.<br>(Attached self-attested copy)   |  |
| 11. | Acceptance to all the terms and conditions of the tender (Yes/No)                                  |  |
| 12. | Power of Attorney/authorisation letter for signing the of the bid documents                        |  |
| 13. | Undertaking regarding no criminal case is pending with the police at the time of submission of bid |  |
| 14. | Total number of pages in the tender document.  |  |

15. Financial Turnover of the bidder for the last 3 financial years. (Duly certified by CA)

| Financial Year | Turn Over (in INR) | Average Turnover (in INR) |
|----------------|--------------------|---------------------------|
| FY 2018-19     |                    |                           |
| FY 2019-20     |                    |                           |
| FY 2020-21     |                    |                           |

## 16. Details of the similar type service provided by the bidder in last 5 years

| Sl. No | Name of Authority with complete address & Fax No. | Type of services provided with details of manpower deployed | Contract Amount (in JNR) | Duration |    |
|--------|---|---|--------------------------|----------|----|
|        |   |   |                          | From     | To |
| 1      |   |   |                          |          |    |
| 2      |   |   |                          |          |    |
| 3      |   |   |                          |          |    |
| 4      |   |   |                          |          |    |

## 17. Declaration

I, Shri Son/Daughter/Wife of Shri \_\_\_\_\_, Proprietor/Director/Authorised signatory of \_\_\_\_\_ (Name of the Service Provider), competent to sign this declaration and execute this tender:

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

The information and documents furnished along with the tender 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 our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorised Representative with seal)

Place:

Date:

## Enclosures:

1. Bid Processing Fee in the form of Demand Draft in original
2. Bid security declaration
3. Copy of tender document (each page must be signed and sealed)
4. Dully filled Technical Bid and Financial Bid
5. List of Documents as applicable.

(FORM-T2)

**UNDERTAKING**

**(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)**

I, hereby undertake that, our organisation has not been blacklisted/debarred by any of the Central/ State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely

Authorised Signatory  
(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

(FORM-T3)

**UNDERTAKING**

**(On the Bidder's Letter Head regarding not have any pending judicial proceeding for any criminal offences)**

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

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

Yours sincerely

Authorised Signatory  
(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

**FINANCIAL BID**  
**COVERING LETTER**  
**(BIDDER LETTER HEAD)**

(Date \_\_\_ / \_\_\_ / \_\_\_)

To

**The Project Director,  
 District Rural Development Agency,  
 Koraput,**

Sub: Expression of Interest for selection of Registered Firms/ Service Provider Agencies for providing manpower for DPMU & 14 BPMUs under DRDA, Koraput on outsourcing basis. (Financial proposal)

Sir,

I, the undersigned, offer to provide the services for manpower for DPMU & 14 BPMUs under DRDA, Koraput on outsourcing basis in accordance with your Tender No..... Dated..... Our attached financial priceis (*insert amount(s) in words and figures*) for the proposed service as enclosed in Form- F1. This amount is inclusive of all taxes applicable except GST Act. I do hereby undertake that, in the event acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 90 days. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorised Signatory  
 ( In full and initials)

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

(FORM-F1)

## APPLICATION- FINANCIAL BID

For providing Manpower Assistance for DPMU &amp; 14 BPMUs under DRDA, KORAPUT

## For Providing Manpower Service to DRDA, 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 Employee       |                      |                        |                       |                          |                     |                          | Total per Person (Rs.) (to be paid by the Authority to service provider) |     |
|---------|--------------------------------|---------------------------------|----------------------|------------------------|-----------------------|--------------------------|---------------------|--------------------------|--|-----|
|         |                                | Take home Remuneration (in Rs.) | EPF (in Rs.)         |                        | ESI (in Rs.)          |                          | Other dues (in Rs.) | Service charges (in Rs.) |  | GST |
|         |                                |                                 | Employee Share (12%) | (Employer Share) (13%) | Employee Share (.75%) | (Employer Share) (3.25%) |                     |                          |  |     |
| 1       | District Project Coordinator   | 24253.12                        | 1800                 | 1950                   | 196.88                | 853.13                   |                     |                          |  |     |
| 2       | District Project Assistant     | 9161.25                         | 1260                 | 1365                   | 78.75                 | 341.25                   |                     |                          |  |     |
| 3       | District Call Centre Executive | 8725                            | 1200                 | 1300                   | 75                    | 325                      |                     |                          |  |     |
| 4       | Block Project Coordinator      | 19042.5                         | 1800                 | 1950                   | 157.5                 | 682.5                    |                     |                          |  |     |
| 5       | Block Project Assistant        | 9161.25                         | 1260                 | 1365                   | 78.75                 | 341.25                   |                     |                          |  |     |

- Employer share for EPF to be calculated on maximum limit of remuneration of Rs. 15,000/- (Rupees Fifteen Thousand) only
- The Employer's contribution towards EPF for personnel outsourced through service provider will be reimbursed over and above the amount of consolidated remuneration subject to satisfactory proof of such contribution.
- The total rate quoted by the Tendering Agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
- Service Charges of the service provider should be in rounded figures only & fractional figures will not be accepted.
- The payment shall be made on conclusion of the calendar month on the basis of number of working days for which the duty has been performed by each manpower.

Signature of authorized person

Name

Seal

Date:

Place:

N.B:

The total quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract and exclusive of GST. GST as applicable at the time of submission of bill shall be charges by the HRSPA over & above the total amount required for service of manpower. The payment shall be made at end of the each calendar month only on the basis of absentee statement foreach manpower.

**BID SUBMISSION CHECK LIST**

| Sl. No.                         | Description  | Submitted (Yes/No) | Page No. |
|---------------------------------|--|--------------------|----------|
| <b>TECHNICAL BID (ORIGINAL)</b> |  |                    |          |
| 1.                              | Covering Letter in Bidders Letter Head   |                    |          |
| 2.                              | Bid Processing Fee   |                    |          |
| 3.                              | Bid Security Declaration   |                    |          |
| 4.                              | Copy of Incorporation/ Registration Certificate of the Bidder  |                    |          |
| 5.                              | Copy of PAN  |                    |          |
| 6.                              | Copy of GSTIN  |                    |          |
| 7.                              | Copies of Income Tax Certificate for the last 3 (three) Financial years (2018-19, 2019-20 & 2020-21) certified by CA   |                    |          |
| 8.                              | Copy of Valid EPF & ESI Certificate  |                    |          |
| 9.                              | Technical Bid duly filled in (Covering Letter, FORM-T1, T2 and T3)   |                    |          |
| 10.                             | Financial details of the bidder along with all the supportive documents such as copies of income/ Expenditure statement and Balance Sheet for the last 3 years certified by CA |                    |          |
| 11.                             | Power of Attorney in favour of the person signing the bid on behalf of the bidder.   |                    |          |
| 12.                             | List of completed/ on-going assignments of similar nature (past experience details) along with the copies of work orders for the respective assignments from the authorities   |                    |          |
| 13.                             | Undertaking for not have been black-listed by any Central/ State Govt./ any Autonomous bodies during the recent past (FORM-T2)   |                    |          |
| 14.                             | Undertaking for not having any police case pending against the bidder (FORM-T3)  |                    |          |
| <b>FINANCIAL BID (ORIGINAL)</b> |  |                    |          |
| 1.                              | Covering Letter in Bidders Letter Head   |                    |          |
| 2                               | Duly filled in Financial Bid (FORM-F1)   |                    |          |

It is to be ensured that:

- All information has been submitted as per the prescribed format only.
- Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.
- All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory (In full and initials): \_\_\_\_\_

Name and Designations with Date and Seal: \_\_\_\_\_