



DISTRICT PROJECT OFFICE
SAMAGRA SHIKSHA
SHIKSHA SADAN, KORAPUT-764020



(06852) – 252421 (Off)



ଶିକ୍ଷା ଅଧିକାର



ସର୍ବ ଶିକ୍ଷା ଅଭିଯାନ
କରିବ ଚଳନ୍ତୁ, ସରିବ ଲଳନ୍ତୁ

E-mail:- dpckoraputssa opepa@nic

Letter No.: - 968 /Estt./22

V-Estt-07/2022

Date: - 02/04/2022

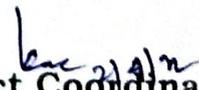
TENDER CALL NOTICE

Sealed tenders has been invited from reputed manpower providing agencies / service providers to provide the services of Data Entry Operators on contract basis for the day to day official work of Block Education Offices of Koraput District under District Project Office, Samagra Shiksha, Koraput.

The detailed information for outsourcing and the services of the aforesaid posts has been given in the Detailed Tender Call Notice which can be downloaded from the district website i.e. www.koraput.nic.in and opepa website i.e. www.opepa.odisha.gov.in. The sealed Tender should reach to the Office of the **District Project Coordinator, Samagra Shiksha, Shiksha Sadan, Near Collectorate, Koraput- 764020** by 5:00PM of ..02/.05../2022 through Speed Post/ Registered Post only.

The tender received beyond the date and time mentioned above shall not be taken into consideration. Authority reserves the right to cancel any or all Tenders at any time without assigning any reason thereof.

By the Order of the
Collector-cum-Chairman,
Samagra Shiksha, Koraput.


District Project Coordinator,
Samagra Shiksha, Koraput.

**Tender document for deployment of
Data Entry Operators
Through Service Provider
to Block Education Offices of
Koraput District.**

**District Project Office
Samagra shiksha
Koraput.**

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SAMAGRA SHIKSHA,

KORAPUT

TENDER DOCUMENT

IMPORTANT INFORMATION TO THE BIDDERS

For providing Services of 14 nos. of "Data Entry Operators" at Block Education Offices (each one) of the District under Samagra Shiksha, Koraput by a Manpower Service Providing Agency

- (A) Availability of tender document : Koraput district website i.e. www.koraput.nic.in and OSEPA website i.e. www.osepa.odisha.gov.in
- (B) Date of issue of Tender Document : From 02/04/2022 to 02/05/2022
- (C) Date and time for submission of Tender documents by Speed Post/Registered Post : Upto 5.00 PM of 02/05/2022
- (D) Cost of the Tender Paper : Rs 2,000/- (Rupees Two Thousand only) (Non-refundable) (to be deposited in shape of Demand Draft along with Technical Bid)
- (E) Earnest Money Deposit : Rs.35,000/- (Rupees Thirty Five Thousand only) (Refundable without any interest) (to be deposited in shape of Demand Draft along with Technical Bid)
- (F) Date, Time and Venue of opening of Tender documents : 04/05/2022 at 11:00AM
- Venue : District Project Office, Samagra Shiksha, Shiksha Sadan, Near Collectorate, Koraput-764020
- (G) Likely date for commencement of Deployment of required manpower : 01/06/2022

Scope of work for the bidders

1. The District Project Office (DPO), Samagra Shiksha, Koraput-764020 requires the services of reputed, well established and financially sound Manpower Services Providing agencies to provide services of 14 nos. of Data Entry Operators(DEOs) at Block Education Offices (each one) of the District on annual contract basis for day to day official work.
2. The contract of providing the aforesaid manpower is likely to commence from 01/06/2022 and would continue till 31/05/2023. The period of the contract may be further extended beyond 31/05/2023 provided that the requirement of the DPO, Samagra Shiksha, Koraput for manpower persists at that time or may be curtailed/terminate before 31/05/2023 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider OR because of change in the DPO, Samagra Shiksha, Koraput requirements. The District Project Coordinator, Samagra Shiksha, Koraput however reserves the right to terminate this initial contract at any time giving 15days notice to the selected Service Provider.
3. The District Project Coordinator, Samagra Shiksha, Koraput has a tentative requirement of 14 nos. of Data Entry Operators to be deployed at Block Education Offices (one each). The Total requirement may increase/decrease at the time of deployment.
4. The tentative estimated cost of the contract is approximately Rs. 17, 27,376/- (Rupees Seventeen Lakhs Twenty Seven Thousand Three Hundred Seventy Six approx.) (Rs.10,282/- X 14nos of DEOs for 12months) only per annum. The contract value may vary depending upon the financial allocation from time to time.
5. The interested Manpower Service Providing agencies may submit the Tender document complete in all respect along with Tender Paper cost & EMD and other requisite documents on or before 02/05/2022 up to **05:00 P.M.** addressed to District Project Coordinator, Samagra Shiksha, Shiksha Sadan, Near Collectorate, Koraput-764020 by registered Post/Speed Post only. DPO, Samagra Shiksha, Koraput is not responsible for any postal delay. The various crucial dates and information relating to "Tender for providing manpower Services to Block Education Offices of the Koraput District under Samagra Shiksha, Koraput are indicated in the important information to the Bidder as stated at Page No.-01".
6. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for Providing Manpower Services to Block Education Offices and "Financial Bid for Providing Manpower Service to Block Education

Offices". Both the envelopes should be kept in another sealed envelope super scribing "Tender for Providing Manpower Services to Block Education Offices of the Koraput District under Samagra Shiksha, Koraput".

7. Earnest Money Deposit(EMD): The bidder has to submit EMD of Rs. 35,000/- (Rupees Thirty Five Thousand) only, (refundable without interest) in the form of Demand Draft of any Nationalized Bank drawn in favour of District Project Coordinator, Samagra Shiksha, Koraput, failing which the tender shall be rejected summarily.
8. The tendering Manpower Service providers are required to enclose self attested photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further:
 - (a) Registration Certificate of the Applicant's Organization
 - (b) Documentary proof of the registered office or one of the Branch offices of the Manpower Service Providers located in Koraput Headquarters (Documentary proof required).
 - (c) Documentary proof of 03 Years experience in providing manpower service to State Government /Central Government/ PSU on deployment of Data Entry Operators/Assistant Programmer/ Programmer /Programme Assistant/ office Assistant etc. i.e. computer related job.
 - (d) Copy of the Bank Pass Book in the name of the Organization along with bank statement containing transactions made during 2018-19, 2019-20, 2020-21.
 - (e) Copy of PAN/GIR card.
 - (f) Copy of the IT return filed for the last three financial years 2018-19, 2019-20, 2020-21(i.e. Assessment year 2019-20,2020-21,2021-22).
 - (g) Copy of valid Goods and Service Tax registration certificate and return as on 31/01/2022.
 - (h) Copies of EPF and ESI registration Certificates.
 - (i) Copies of EPF Electronic Challan Return (ECR) and remittance conformation slip for the month of December-2021 & January-2022.
 - (j) Copy of ESI return as on September-2021 and e-challan of ESI for the month of December-2021 & January- 2022.
 - (k) Copy of valid Contract Labour License(R&A) Act. 1970
 - (l) Copy of the Audited Statement of accounts (Balance Sheet, Profit & Loss A/C etc.) showing minimum annual turnover of 30.00 lakhs in the FY 2018-19, 2019-20, 2020-21(Assessment year 2019-20,20-21,2021-22).
 - (m) Copy of single contract on similar work (such as deployment of Data Entry Operators /Asst. Programmer/ Programmer/Programme Assistant/ Office

Assistant etc. i.e computer related job.) worth of Rs.15.00 Lakhs in FY 2018-19,2019-20, 2020-21.

- (n) The Bidder should not have been black listed by any Govt. officials.
- (o) EMD as mentioned in Para-07 of the scope of work of the tender document in shape of Demand draft.
- (p) Demand Draft amounting to Rs. 2,000/- (Rupees Two Thousand) towards purchase of tender paper (Non Refundable) (even if the Tender is cancelled).
- (q) Tender Document duly signed and sealed by the authorized person of the service provider in each page as a token of acceptance of all terms and conditions of the Bid.

The Bidders who meets the qualitative requirements specified in the Technical Bid will only be considered for participating in the Commercial Bid. Commercial Bid of the technically disqualified bids will not be opened.

9. The conditional bid shall not be considered and will be out rightly rejected in very first instance.
10. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid form. In such cases, the tender shall be summarily rejected.
11. The Tender documents shall be opened at ~~11:00 AM/PM~~ of ~~04~~ ⁰⁴ / ~~05~~ ⁰⁵ / 2022 in the conference hall of DPO, Samagra Shiksha, Koraput in presence of the representatives of the Manpower Service Providers.
12. The successful bidder will have to deposit a Performance Security Deposit of 5% of the contract value only in form of Bank Guarantee drawn in favour of District Project Coordinator, Samagra Shiksha, Koraput payable at Koraput on or before execution of the Agreement & Issue of orders.
13. The District Project Coordinator, Samagra Shiksha, Koraput reserves the right to reject all OR any of the Bids without assigning any reasons thereof.

Technical requirements for the Tendering Manpower Service Provider

1. The tendering manpower service provider should fulfill the following technical specifications
 - (a) They should be registered with the appropriate registration authority
 - (b) The registered office or one of the branch offices of the manpower services providers should be located in Koraput District along with documentary proof.
 - (c) They should have at least three years experience in providing manpower to State Government/Central Government/ PSU on deployment of Data Entry Operators /Asst. Programmer/ Programmer/Programme Assistant/ Office Assistant etc. i.e computer related job.


District Project Coordinator
Samagra Shiksha, Koraput

- (d) They should have own Bank Account
- (e) They should have been registered with Income Tax Deptt. and have filed IT-Return for Financial 2018-19, 2019-20, 2020-21(i.e. Assessment year 2019-20,2020-21, 2021-22).
- (f) They should be registered Goods and Service Tax and return as on 31/01/2022.
- (g) They should have been registered with appropriate authorities under Employees Provident Fund and remittance conformation slip for the month of December-2021 & January-2022
- (h) They should have been registered with appropriate authorities under Employees State Insurance Acts and obtained return upto September-2021 and e-challan on ESI for the month of December-2021 & January-2022
- (i) They should have obtained valid Contract Labour License(R&A) Act.1970 any other regulatory clearance that may be required for providing manpower.
- (j) They should have a minimum annual turnover of 30.00 lakh in the FY 2018-19, 2019-20, 2020-21.
- (k) Execution of single contract on similar work (such as deployment of Data Entry Operators /Asst. Programmer/ Programmer/Programme Assistant/ Office Assistant etc. i.e computer related job.) worth of Rs. 15.00 Lakhs in FY2018-19, 2019-20,2020-21.
- (l) They should not have been black listed by any Govt. officials.

Qualification of manpower to be deployed by the successful manpower service providing agency at Block Education Offices of Koraput District under District Project Office, Samagra Shiksha, Koraput

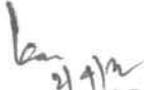
1. He/She should be above 21years of age and not exceeding 42 years as on 01/01/2022
2. Minimum Educational Qualification
 - (a) Data Entry Operator (DEO):- Graduate with Diploma in Computer Application (DCA)/Postgraduate Diploma in Computer Application (PGDCA) from recognized Universities/Institution of Odisha and 40 words per minutes speed in both Odia and English typing. He/she should have well versed with Odia Typing in Computer.
 - (b) One year or more experience in work of similar nature (Data Entry related works) will be given preference.

Application for Technical Bid

For Providing Manpower Services at Block Education Offices of Koraput District under Samagra Shiksha, Koraput

1. Name of the Tendering Manpower Service Provider:
2. Details of Earnest Money Deposit: - DD NO.:.....
Date:...../...../2022 of Rs.drawn on Bank
3. Name of Proprietor/Partner/Director:.....
4. Full Address of the Registered Office:
.....
Telephone No:Fax No.:.....
E-mail Address:.....
5. Full Address of the Operating /Branch Office (attaché documentary Proof)
.....
Telephone No:Fax No.:.....
E-mail Address:.....
6. Name and Telephone No. of Authorized officer/Person to liaise with Field Office(s)
.....
7. Banker of Manpower Service Provider (Attach certified copy of the statement of A/C for the last Three years)
.....
8. PAN/GIR No.:(Attach attested copy):.....
9. Goods and Service Tax Registration No.(Attach attested copy):.....
- 10.EPF Registration No.(Attach attested copy):.....
- 11.ESI Registration No.(Attach attested copy):.....
- 12.Financial Turnover of the tendering Manpower Service Provider for the below mentioned Financial Year on similar contract (such as deployment of Data Entry Operators /Asst. Programmer/ Programmer/Programme Assistant/ Office Assistant etc. i.e computer related job.).

Financial Year	Amount(in Lakhs)	Remarks(if any)


District Project Coordinator
Shiksha, Koraput

13. Give the detail information of the similar contracts (such as deployment of Data Entry Operators /Asst. Programmer/ Programmer/Programme Assistant/ Office Assistant etc. i.e computer related job.) handled by the tendering Manpower Service Provider during the last three years i.e. FY2018-19, 2019-20, 2020-21 in the following format.

Sl. No.	Name of the Client, Address, Telephone No. & Fax No.	Manpower Service Provided in Data Entry related works		Amount of Contract (Rs. In lakhs)	Duration of Contract		
		Type of Manpower Provided	Nos		From	To	Total Completion periods

(If the space provided is insufficient, a separate sheet as per above prescribed format may be attached annexed with the Technical Bid)

14. Affidavit in non-judicial stamp paper worth of Rs. 20/- that the firm has not been black listed by any Govt. official.
15. Additional Information if any(Attach Separate Sheet, if Required)

Date:...../...../20.....

Place:.....

Signature of the Authorized Person

Name:.....

Seal:.....

km
21/12
District Project Coordinator
Samagra Shiksha, Koraput

Declaration

1. ISon/Daughter /Wife of
Shri..... Proprietor/Partner/
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 am /we are well aware of
the fact that furnishing of any false information/ fabricated document would
lead to rejection of my tender at any stage besides liabilities towards prosecution
under appropriate law.

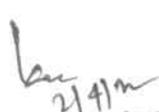
Date:...../...../20.....

Place:.....

Signature of the Authorized Person

Name:.....

Seal:.....


District Project Coordinator
Samagra Shiksha, Koraput

Application-financial bid

For Providing Manpower Services at Block Education Offices of Koraput District under District Project Office, Samagra Shiksha, Koraput

1. Name of the Tendering Manpower Service Provider:-.....
2. Rate per person per month (08hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc.

Sl. No.	Manpower Type	*Remuneration(Take Home)	Monthly rate per Employee							
			Employer Share of EPF (13%)	Employer Share of ESI (3.25%)	Other Statutory dues (if any)	Service Charge	Sub Total	TDS	Goods & Service Tax (18%)	**Total per Person
1.	2.	3.	4.	5.	6.	7.	8.= 3+4+ 5+6+ 7	9.	10.	11. =8+9+1 0
1.	Data Entry Operator									

Date:...../...../20.....

Signature of the Authorized Person

Place:.....

Full Name:.....

Seal:.....

[*] Remuneration (Take Home) mentioned above include the EPF & ESI share of Employee

[**] The total claim for an employee per month should not exceed Rs. 10,282/- including of Employers Contribution towards EPF & ESI ,all statutory liabilities, taxes, levies, cess etc.,

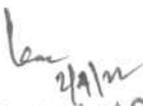
Note

1. The total rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering in 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.
3. The DPO, Samagra Shiksha, Koraput is to deduct TDS (IT) @ 2% of gross bill amount. The Service Charges quoted should be rounded value
4. The Bidder has to submit the calculation sheet of EPF and ESI.
5. EPF, ESI, Service Tax is to be calculated as per existing rules. Evaluation Committee of DPO is authorized to make corrections in case of wrong calculation made by the bidder in respect of EPF, ESI, Service Tax rate while determining the lowest-01(L1) bidder. In this regard the decision of DPC, Samagra Shiksha, Koraput is final and binding to all the bidder.

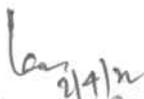
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**District Project Coordinator
Samagra Shiksha, Koraput**

GENERAL TERMS AND CONDITIONS

1. The Agreement shall likely to commence from .01../.06...../2022 and shall continue till 31../05../2023 unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed breach of contract etc. and change in requirement of BEO.
2. The Agreement shall automatically expire on 31../05../2023 unless extended further by the mutual consent of the manpower service provider and the authority.
3. The Agreement may be extended in the same terms and condition or with some additions/deletions/modification 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 sub-contact 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 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 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 a 15days notice to the manpower service provider.
7. The deployed person shall be required to report for work from 10.00AM and may also be required to work beyond 05.00PM for which he would not be paid any extra remuneration. In case the deployed person remains absent on a particular day or comes late/ leaves early, on these occasions proportionate deduction from the remuneration for one day will be made.
8. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the authorized officer of District Project Office (DPO), Samagra Shiksha, Koraput so that optimal services of the person deployed could be availed without any disruption.
9. The qualified Bidder has to sponsor the manpower currently working under BEOs. If any vacancies arise in future, the Bidder has to sponsor candidates with a ratio of 1:3. The sponsored candidates will have to go for a Computer Skill Test to be conducted by the DIO, NIC, Koraput. The qualified candidates shall only be deployed.


District Project Coordinator
Samagra Shiksha, Koraput.

10. The entire financial liability in respect of manpower service deployed in the Block Education Offices of Koraput District under DPO, Samagra Shiksha, Koraput shall be that of the manpower service provider and the DPO, Samagra Shiksha, Koraput concerned will 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 produce such evidences as may be required by the DPO. Samagra Shiksha, Koraput.
11. The payment of remuneration to the manpower has to be through Electronic Transfer. No cash payment be made to them.
12. For all intents and purposes the manpower service provider shall be Employer' within the meaning of different Rules and Acts in respects of manpower so deployed. The person deployed by the manpower service provider shall not have any claim whatsoever like employer and employee relationship against the District Project Office (DPO), Samagra Shiksha, Koraput.
13. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The District Project Office(DPO), Samagra Shiksha, Koraput shall in no case be responsible for settlement of such issues whatsoever. In case the Grievance of the deployed person are not attended to by the manpower service provider, the deployed persons shall place their grievances before a joint committee consisting of a representative of the DPO, Samagra Shiksha, Koraput and authorized representative of the manpower service provider.
14. The DPO, Samagra Shiksha, Koraput 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 performance of the functions/duties or for payment towards any compensation.
15. The persons deployed by the manpower service provider shall neither claim nor shall be entitled to pay any perks and other facilities admissible to regular /confirmed employees during the enforcement of the agreement or after expiry of the Agreement.
16. In case of termination of 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 of regularization of deployment with office under the provision of rules and acts. An Undertaking from the person deployed to this effect shall be submitted by the Manpower Service Provider.


2/4/22
District Project Coordinator
Samagra Shiksha, Koraput.

18. The manpower service provider must have been registered with the concerned Government Authorities i.e. Labour Department, Provident Fund Authorities, Employees State Insurance Corporation etc. and copies of the registration certificates should be submitted. The manpower service provider shall comply with all legal requirements for obtaining license under contract labour (regulation 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 responsible for contribution towards provident fund and employees state insurance whatever applicable.
20. The deployed personnel shall be removed/ replaced upon adverse report by BEOs/DPO, Samagra Shiksha, Koraput.
21. The person deployed by the manpower service provider should have good police records and no criminal case should be pending against them.
22. The person deployed should be polite, cordial and efficient while handling the assigned work and their action should promote good will and enhance the image of DPO, Samagra Shiksha, Koraput concerned. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed.

LEGAL

23. The person deployed shall during the course of their work be privy to certain qualification 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 application of laws besides action for breach of contract.
24. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to Data Entry Operators deployed by it in the DPO, Samagra Shiksha, Koraput. The DPO, Samagra Shiksha, Koraput shall have no liabilities in this regard.
25. The manpower service provider shall also be liable for depositing all taxes levies, cess, etc. on account of service rendered by it to the DPO, Samagra Shiksha, Koraput to the concerned tax collection authorities from time to time as per the rules and regulations in the matter. The Manpower Service Providing Agency shall periodically submit attested photocopies of such documents to the DPO, Samagra Shiksha, Koraput.

2/4/22
District Project Coordinator
Samagra Shiksha, Koraput.

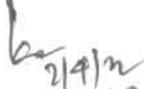
26. The manpower service provider shall maintain all statutory registers under the law and shall produce the same on demand to the authority of the DPO, Samagra Shiksha, Koraput
27. The tax deduction at source (T.D.S.) shall be done as per the provision as per income tax act/rule, as amended from time to time and certificate to this effect shall be provided by the DPO, Samagra Shiksha, Koraput.
28. In case the manpower service provider fails to comply with any liability under appropriate law, and as result thereof, the DPO, Samagra Shiksha, Koraput is put to any loss /obligation, monetary or otherwise the DPO, Samagra Shiksha, Koraput will be entailed to get itself reimbursed out of the outstanding bills or the performance security deposit of the manpower service provider to the extent to the loss or obligation in monetary terms.
29. The Agreement is liable to terminate because of non-performance, deviation of terms and condition of contract non-payment of remuneration of employed person and non-payment of statutory dues. The DPO, Samagra Shiksha, Koraput shall have no liability towards non-payment of remuneration to the person 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 DPO, Samagra Shiksha, Koraput by any person deployed, the same will be recovered from the unpaid bills and adjusted from the Performance Security Deposit.

FINANCIAL

30. The technical bid should be accompanied with an Earnest Money Deposit (EMD) (refundable without interest) of Rs. 35,000/- only as per Para 07 of Scope of work and general instructions to the bidders in the form of demand draft drawn in any Nationalized Bank in favor of District Project Coordinator, Samagra Shiksha, Koraput payable at Koraput failing which the tender shall be rejected out rightly.
31. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical bid (first stage)/ Financial Bid (Second Competitive Stage) shall be returned to them without any interest. In case of successful tender, if the agency fails to execute agreement / deposit of performance security /deploy the required manpower against the initial requirement within 15 days from the date of issue of order, the EMD shall stand forfeited without giving any further notice. The EMD of unsuccessful bidder shall be refunded (without any interest) within 30 days with proper requisition from the bidder.
32. The successful Bidder will have to deposit a Performance Security Deposit of 5% of the contract value only in form of Bank Guarantee drawn in favour of District


District Project Coordinator
Samagra Shiksha, Koraput.

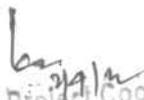
- Project Coordinator, Samagra Shiksha, Koraput payable at Koraput within or before execution of the Agreement and issue of order. In case the contract is further extended beyond the initial period the Bank Guarantee will have to be renewed accordingly by the successful Bidder. In case of renewal, the amount of Performance Security deposit shall be determined by the District Project Coordinator, Samagra Shiksha, Koraput taking into account the contractual obligations of the manpower service provider.
33. In case of breach of any terms and conditions attached to the agreement, the Performance Security deposit of the manpower service provider shall be liable to be forfeited besides annulment of the agreement.
- 34. The manpower service providing agency will be responsible for payment of wages/remuneration/salary to the personnel deployed by it. After receiving the absentee statement of the deployed personnel through e-mail, the agency must submit the claim bill along with the Acquaintance Roll exhibiting payment of remuneration for preceding month within 3 days. Accordingly, the remuneration and other deposit such as EPF and ESI must be disbursed within a week.**
35. The claim in bills regarding employees state insurance, provident Fund, 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 District Project Coordinator, Samagra Shiksha, Koraput.
36. 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 manpower service provider shall be deducted from its monthly bills for the succeeding month.
37. The authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at any time.
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 next Higher Authority or controlling officer of this office for his/her decision and the same shall be binding to all parties.
39. All disputes shall be under the jurisdiction of the court at KORAPUT, where the headquarters of the District Project Office(DPO), Samagra Shiksha, Koraput, who has executed the agreement, is located
40. The successful bidder will enter into an agreement in Non Judicial Stamp papers worth of Rs. 100/- with District Project Coordinator, Samagra Shiksha, Koraput


District Project Coordinator
Samagra Shiksha, Koraput

for supply of suitable and qualified manpower as per requirement of DPO, Samagra Shiksha, Koraput on the above terms and conditions.

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application Form -Technical Bid
2. Registration certificate of the applicant's organization
3. Documentary proof of the registered office or one of the branch offices of the manpower service providers located in Koraput District.
4. Documentary proof of 03 years experience in providing manpower service to State Government/ Central Government/ PSU on deployment of Data Entry Operators /Asst. Programmer/ Programmer/Programme Assistant/ Office Assistant etc. i.e computer related job.
5. Copy of Bank Pass Book in the name of the Organization along with Bank Statement containing transactions made during the year 2018-19,2019-20,2020-21
6. Copy of PAN/GIR Card.
7. Copy of the IT return filed for the last three financial years 2018-19, 2019-20, 2020-21(Assessment year 2019-20,2020-21,2021-22)
8. Copy of valid Goods and Service Tax(GST) registration certificate and return as on 31/01/2022
9. Copy of EPF and ESI registration certificates
10. Copies of the EPF Electronic Challan Returns (ECR) and remittance conformation slip for the month of December-2021 & January-2022.
11. Copy of ESI return as on September-2021 And e-challan of ESI for the month of December-2021 & January-2022
12. Copy of valid Contract labour License(R&A) Act.1970
13. Copy of the Audited Statement of accounts (Balance Sheet, Profit & Loss A/C etc.) showing minimum annual turnover of 30.00 lakhs (enumerated in Para 8(l) of the Scope of Work of the tender document) in the FY 2018-19, 2019-20, 2020-21.
14. Copy of single contract on similar work (such as deployment of Data Entry Operators /Asst. Programmer/ Programmer/Programme Assistant/ Office Assistant etc. i.e computer related job.) worth Rs. 15.00 lakhs in FY2018-19, 2019-20, 2020-21(enumerated in Para 08(m) of the Scope of Work of the tender document).
15. Affidavit in Non Judicial Stamp paper worth of Rs. 20/- to the effect that the firm has not been black listed by any Govt. official.
16. EMD as mentioned in Para 07 of the Scope of Work of the tender document in shape of Demand Draft.
17. Demand Draft amounting to Rs. 2,000/- (non-refundable) towards tender paper cost downloaded from website.


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18. Tender Document duly signed and sealed by the authorized person of the service provider in each page as a token of acceptance of all terms and condition of the Bid.

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

1. List of Manpower shortlisted by the agency for deployment in Block Education Offices of the Koraput District under District Project Office(DPO), Samagra Shiksha, Koraput along with their Full Name, Date of Birth, Age, Marital Status, Correspondence and Permanent Address, Educational Qualification, Professional Qualification, contact No., experience and etc.
2. Bio-data of all persons
3. Any other document considered relevant & mentioned in the Tender Call Notice.

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District Project Coordinator
Samagra Shiksha, Koraput

ANNEXURE- A
Check list (Technical Bid)

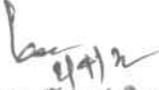
(Must be submitted along with Technical Bid at front of the Technical Bid)

Sl. No.	Item	Page No.	Remarks
1	Demand Draft amounting to Rs. 2,000/- (Rupees Two Thousand) towards purchase of tender paper	-----	
2	Demand Draft amounting to Rs. 35,000/- (Rupees Thirty Five Thousand) towards EMD	-----	
3	Tender Document duly signed and sealed by the authorized person of the service provider in each page as a token of acceptance of all terms and conditions of the Bid.	-----	
4	Registration Certificate of the Applicant's Organization		
5	Documentary proof of the registered office or one of the Branch offices of the Manpower Service Providers located in Koraput		
6	Copies of EPF and ESI registration Certificates.		
7	Copy of valid Contract Labour License (R&A) Act. 1970		
8	Copy of PAN/GIR card		
9	Copy of valid Goods and Service Tax registration certificate and return as on 31/01/2022.		
10	Affidavit to effect that the Bidder has not been black listed by any Govt. officials.		
11	Copies of EPF Electronic Challan Return (ECR) and Remittance conformation slip for the month of December-2021 & January-2022.	December-2021	
		January-2022	
12	Copy of ESI return as on September-2021	September-2021	
13	Copy of ESI E-Challan of ESI for the month of June & July' 2018.	December-2021	
		January-2022	
14	Copy of the IT return filed for the last three financial years 2018-19, 2019-20, 2020-21 (assessment year 2019-20, 2020-21, 2021-22)	2018-19	
		2019-20	
		2020-21	
15	Copy of the Bank Pass Book in the name of the Organization along with bank statement containing transactions made during 2018-19, 2019-20, 2020-21.	2018-19	
		2019-20	
		2020-21	
16	Copy of the Audited Statement of accounts (Balance Sheet, Profit & Loss A/C etc.) showing minimum annual turnover of 35.00 lakh in the FY 2018-19, 2019-20, 2020-21.	2018-19	
		2019-20	
		2020-21	
17	Copy of contract on similar work worth of Rs.15.00 Lakhs in FY2018-19, 2019-20, 2020-21.	2018-19	
		2019-20	
		2020-21	
18	Documentary proof of 03 Years experience in providing manpower service to State Government /Central Government/ PSU.		

ANNEXURE-B

Check list(Financial Bid)(must be submitted along with Financial Bid)

Sl. No.	Item	Remarks
1.	Financial Bid	
2.	Detail calculation sheet for EPF(Employer's share)	
3.	Detail calculation sheet for ESI(Employer's Share)	


District Project Coordinator
Samagra Shiksha, Koraput