



OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, KORAPUT
(District Child Protection Unit)

Department of Women & Child Development and Mission Shakti, Govt. of Odisha

No. 266/DCPU/2022

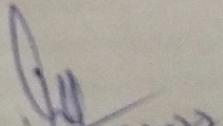
Date: 06.04.2022

The Quotation Call Notice for award of contract for providing of services of One Watchman-cum-peon for District Child Protection Unit, Collectorate, Koraput on out sourcing basis through manpower service providing Agency with consolidated remuneration as fixed by the DCPU, Koraput.

Sealed quotation are invited from reputed manpower agencies/service providers to provide the services of Watchman-cum-peon on out sourcing basis though a suitable placement agency on contract basis for day to day official work.

The detailed information for outsourcing the service of aforesaid posts has been given in the Quotation which may either be downloaded from the website www.koraput.nic.in in the received application of which is required to be filed along with the quotation document in original.

The quotation shall reach to this office on or before 21.4.2022 by 4 p.m. The undersigned reserved the right to cancelled/reject any or all the quotations without assigning any reason thereof.


Chairperson-cum-ADM
Collectorate, Koraput

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR QUOTATION

1. The District Child Protection Unit, Collectorate, Koraput-764020 requires the services of reputed, well established and financial sound manpower service provides to provide services of a Watchman-cum-peon on out sourcing.
2. The contract for providing the aforesaid manpower is likely to commence 11 months. The period of the contract may be further extended beyond service provider.
3. The interested manpower service provider may submit the application along with other requisite documents by 21.4.2022 5 pm at District Child Protection Unit, Collectorate, Koraput, At-Sahid Laxman Nayak Bhawan, Near Aurobindo School, Po/Dist- Koraput, Pin- 764020 by Regd. Post or Speed Post only.
4. The service providers are required to enclose self attested photocopies of the following documents,
 - (a) Registration certificate of the applicant organisation.
 - (b) Copy of PAN/GIRcard
 - (c) Copy of the IT return filed for the last three financial years
 - (d) Copy of EPF and ESI certificates
 - (e) Copy of the service tax registration certificate

TECHNICAL REQUIREMENTS FOR THE MANPOWER SERVICE PROVIDER

The manpower service provider should fulfil the following technical specification.

- (a) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of the State of Odisha. Besides, the District Child Protection Unit, Koraput is procuring manpower for deployment in the office, then the manpower service provider should provide the name, designation and contact number of the person to liaise with the said office.
- (b) They should be registered with the appropriate registration authority.
- (c) They should have at least three years experience in providing manpower to Govt. Department. Public Sector Companies/Bank 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 Employment Provident Fund and Employees State Insurance Acts.
- (g) They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.
- (h) They should furnish GST registration Certificate.

TECHNICAL REQUIREMENTS FOR THE MANPOWER TO BE DEPLOYED

1. She/he should be above 21 years of age and not exceeding 35 years.
2. The minimum education qualification 10th pass.

APPLICATION

For Providing Manpower Services to DCPU, Koraput

1. Name of the Manpower Service Provider: _____
2. Name of Proprietor/ Partner/Director : _____

3. Full Address of Registered : _____

4. Telephone No. _____, Mobile No. _____,
Email Address: _____
5. PAN/GIR No. : _____ (Attached self attested copy)
6. Service Tax Registration No.: _____ (Attached self attested copy)
7. E.P.F. Registration No. : _____ (Attached self attested copy)
8. E.S.I. Registration No. : _____ (Attached self attested copy)
9. Additional information, if any: _____

10. Give details of the major similar contracts handled by the Manpower Service Provider during the last three years in the following format.

Sl.No.	Name of client address, telephone & Fax No.	Manpower services Provider		Amount of contract (Rs. Lakhs)	Duration of Contract	
		Type of Manpower provided	No.		From	To

11. GST Registration No. _____

Date:
Place:

Signature of authorized person
Name:
Seal:

DECLARATION

1. I, _____, S/D/O _____ /
Wife of Shri _____ Proprietor/ Director/Authorised signatory of
the Service Provider, mentioned above, I am competent to sign this declaration and execute this
quotation.
2. I have carefully read and understood all the terms and conditions of the quotation.
3. The information/ documents furnished along with the above application are true and authentic to
the best of my knowledge and belief, I/we, am/are well aware of the fact that furnishing of any
false information/fabricated document would lead to rejection of my quotation at any stage
besides liabilities towards prosecution under appropriate law.

Date:
Place:

Signature of authorized person
Name:
Seal:

TERMS & CONDITIONS

1. The Agreement shall commence from the time of receive offer letter and unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality or manpower deployed, breach of contract etc. or change in requirements.
2. The agreement shall automatically expire after one year 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 Agreements to any other agency or organisation by whatever name be called without the prior written consent of the Authority.
5. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the quotation or at subsequent state. 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 Agreements making it liable for legal action besides termination of the agreements.
6. The authority reserves the rights to terminate the agreement during initial period also after giving 15days notice to the Manpower Service Provider.
7. The persons deployed shall be shall be required to report for work and which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
8. 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.
9. 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.
10. The Manpower Service Provider must be registered with the concerned Government 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 is any at his own part and cost.
11. The person deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
12. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the DCPU, Koraput in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.