



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

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

No. 412 /DCPU/ 2022

Date: 23.6.2022

District Child Protection Unit, Koraput invites sealed tender from intending reputed and experienced Manpower Service Providing Agencies to provide the services of Watchman-cum-peon on out sourcing basis through a suitable placement agency on contract basis for day to day official work. The details of the bidding process are as follows:

#	Milestone	Details
1	Issue of EOI	<u>23.06.2022</u>
2	Online download of EOI from website <a href="http://www.koraput.nic.in">www.koraput.nic.in</a>	
3	Last Date of submission of Proposal	<u>05.07.2022</u>
4	Mode of submission	Hard copy document, duly signed, through Speed post/ Registered Post/Courier only <b>To:</b> The DCPO Collectorate, Koraput Sahid Laxman Nayak Bhawan In front of Aurobinda School, Koraput- 764020
5	Bid Opening Date, Time Venue	<u>6.7.2022</u> at <u>3</u> PM (Technical Bid) <b>Financial Bid –</b> <b>Office chamber of ADM (Gen),Koraput</b>
6	Likely date for commencement of deployment of required Manpower	Immediately after Finalization of the Human Resource Provide Service Agency

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 “**providing of services of One Watchman-cum-peon for District Child Protection Unit, Collectorate, Koraput**” must reach the undersigned on or before - 5.7.2022 till 5 PM by Speed Post/ Regd. Post/ Courier only. The undersigned reserved the right to cancelled/reject any or all the quotations without assigning any reason thereof.

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](http://www.koraput.nic.in) the received application of which is required to be filed along with the quotation document in original

  
Chairperson cum ADM  
Collectorate, Koraput

The successful bidder will have to deposit a security amount of Rs. 10,000/- (Rupees Ten Thousand) Only in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the DCPO, Koraput covering the period of contract.

**Complete address for submission of bid:**

The DCPO  
Collectorate, Koraput  
Sahid Laxman Nayak Bhawan  
In front of Aurobinda School, Koraput- 764020

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

Memo No: 413

Date: 23.6.2022

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

  
Chairperson cum-ADM  
Collectorate, Koraput

Memo No: 414

Date: 23.6.2022

Copy to PD, DRDA Koraput/ DWO, Koraput /DSWO, Koraput with a request to affix in their respective notice board for wide circulation.

  
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 05.07.2022 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 SERVICE PROVIDER

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

## APPLICATION- FINANCIAL BID

For Providing Manpower Services to DCPU, Koraput

1. Name of tending 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								
		Take home Remuneration (in Rs.)	EPF (in Rs.)		ESI (in Rs.)		Other dues (in Rs.)	Service charges (in Rs.)	GST	Total per Person (Rs.) (to be paid by the Authority to service provider)
			Employee Share (12%)	(Employer Share) (13%)	Employee Share (.75%)	(Employer Share) (3.25%)				
1	One Watchman-cum-peon									

- The Watchman-cum-peon comes under Unskilled category and the remuneration to be offered as per the Labour Department norms, Govt. of Odisha.
- 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 for each manpower.

**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: