

COLLECTORATE, KORAPUT
(I & P R SECTION)
(Tel. No. 06852-250275, E-mail ID- dipro.koraput@gmail.com)

No. 150/2025

Date: 21.03.2025.

TENDER CALL NOTICE FOR OUTSOURCING OF SERVICES OF 01 NO OF
GROUP-D PERSONNEL

The DIPRO, Koraput invites Sealed Tenders from intending reputed / suitable Service Providers to provide services of 01 (One) No. of Group-D Personnel Peon-01 in the Office of DIPRO, Koraput on contract basis for relevant day to day official works for a period of One year from the date of commencement of the contract.

The detailed Tender Document may be downloaded from the District Website i.e <http://Koraput.odisha.gov.in> (from 22.03.2025 to 29.03.2025) and any further addendum/ corrigendum shall be communicated through the same website. The last date and time for receipt of Tender (**through Regd. Post / Speed Post only**) is **29.03.2025, (upto 3.30 PM)**. Tenders received beyond the stipulated date/time shall not be taken into consideration. The tenders shall be opened on **29.03.2025 at 5.30 P.M. onwards** by the Committee constituted for the purpose in presence of the tenderers or their authorized representatives, if any.



ADDITIONAL DISTRICT MAGISTRATE,
KORAPUT

Memo No. 151 /Estt

Dt. 21.03.2025

Copy along with tender document forwarded to the DEGM, Collectorate, Koraput with a request to hoist it in the website of Koraput District from 22.03.2025 to 29.03.2025 for information of the general public.

Copy to Joint Director, Advertisement, I & PR Department, Odisha, Bhubaneswar for information with a request to publish the notice in one daily news paper with a cost of Rs. 3000/- only.

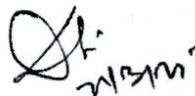


**ADDITIONAL DISTRICT MAGISTRATE,
KORAPUT**

Memo No. 152 /Estt

Dt. 21.03.2025

Copy to Office Notice Board of Collectorate, Koraput for general information.



**ADDITIONAL DISTRICT MAGISTRATE,
KORAPUT**

TERMS AND CONDITIONS

1. The Agreement shall be valid for one year unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of personnel deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire after completion of one year unless extended further by the mutual consent of the 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 Service Provider and Authority. However, under no circumstances the personnel engaged shall be allowed to continue for more than two years, so as to avoid future litigation relating to regularization.
4. The Service Provider shall not be allowed to transfer, assign, pledge or sub contract its rights and liabilities under this agreement to any other agency or organizations by whatever name be called without the prior written consent of the Authority.
5. DIPRO, Koraput has tentative requirement of **01 (One) Nos. of Group-D personnel** on urgent basis for day to day official work at the Office of the DIPRO, Koraput.
6. The Service Provider will be bound by the details furnished by into the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished 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 and forfeiture of performance Security (Bid security). Action as deemed proper shall be initiated against the Service Provider Agency.
7. The Authority reserves the right to terminate the agreement at any time during the period of contract after giving 15 days notice to the Service Provider.

8. The persons deployed in the office will be called on holidays to attend duty if required in case of urgency. They are entitled for special leave as per FDOM No. 30794 dated 06.11.2021.
9. The Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the office of the DIPRO, Koraput so that optimal services of the personnel deployed could be availed without any disruption.
10. The entire financial liability in respect of the services of the personnel deployed in the Office of the DIPRO, Koraput shall be that of the Service Provider and Office of the DIPRO, Koraput will no way be liable. It will be the responsibility of the Service Provider to pay to the personnel deployed a sum not less than the minimum rate quoted in the financial bid and produce such evidence as may be required by the DIPRO, Koraput.
11. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of personnel so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship with the DIPRO, Koraput.
12. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. DIPRO, Koraput shall, in no way, be responsible for settlement of such issues whatsoever.
13. The DIPRO, Koraput shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
14. The personnel deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during or after expiry of the Agreement.
15. In case of termination of this agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.

16. The personnel deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office. Undertaking from the personnel deployed to this effect shall be required to be submitted by the Service Provider at the time of commencement of such deployment.
17. The 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 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.
18. The Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider. The Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
19. The personnel deployed by the Service Provider should have good police records and no criminal case should be pending against them. Police verification of the antecedents of the deployed personnel can be made at the discretion of the DIPRO, Koraput.
20. The personnel 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.

LEGAL

1. The personnel deployed shall not commit any mischief in any form with the case records, documents, registers and files. In view of this, they shall be required to maintain confidentiality and breach of this condition shall make the Service Provider as well as the personnel deployed liable for penal action under the applicable laws besides, action for breach of contract.

2. The Service Provider shall be responsible for compliance of all statutory provisions to minimum wages payable to different types of worker in respect of the personnel deployed by it in the Office of DIPRO, Koraput. The DIPRO, Koraput shall have no liability in this regard.
3. The Service Provider shall also be liable for depositing all taxes, levies, Cess etc., on account of service rendered by it 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 of the DIPRO, Koraput as and when required.
4. The Service Provider shall maintain all statutory registers under the law and shall produce the same, on demand, to the DIPRO, Koraput or any other authority under law.
5. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/ Rules, GST Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided to the Office of DIPRO, Koraput
6. In case the Service Provider fails to comply with any liability under appropriate law and as a result thereof, the DIPRO, Koraput is put to any loss/obligation, monetary or otherwise, the DIPRO, Koraput will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security (Bid Security) Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
7. 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 DIPRO, Koraput will have no liability towards non-payment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Office of DIPRO, Koraput by the personnel deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit (Bid Security).

FINANCIAL DOCUMENT

1. The Technical Bid should be accompanied with Bid Security in shape of Bank Guarantee/ Term Deposit Receipt (TDR)) (Rs. 5000/-), Non- refundable Tender Paper Cost in shape of Bank Draft (Rs.500/-) in favour of District Information and Public Relations Officer, Koraput as per Tender Call Notice, failing which the tender shall be rejected out- rightly.
2. In case, the contract is further extended beyond the initial period, the performance security (Bid Security) will have to be accordingly renewed by the successful bidder.
3. In case of breach of any terms and conditions attached to the agreement, the performance security (Bid Security) deposit of the Service Provider shall be liable to be forfeited besides annulment of the agreement.
4. The Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the authorized Officer of DIPRO, Koraput in respect of the personnel deployed and submit the same to the prescribed authority within the 3rd day of the succeeding month. As far as possible the payment will be released within the 1st week of succeeding month, subject to availability of funds.
5. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc., should be necessarily accompanied with documentary proof pertaining to the concerned monthly bill. 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 DIPRO, Koraput.
6. 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 a later stage.
7. The successful bidder will enter into an agreement with the DIPRO, Koraput for supply of suitable and qualified personnel as per requirement of the Office of DIPRO, Koraput on the above terms and conditions before providing services.